## Introduction

CommonSpot is a **Web Content Management System (CMS)**. With the CommonSpot CMS, you can create, edit, update and publish a Web site through a Web browser, such as Internet Explorer or Firefox.

ECU chose to use the CommonSpot CMS because of these advantages:

- No need to code in HTML
- No need to buy a Web development application
- Edit pages from any computer with an Internet connection
- Concentrate on content rather than design

This manual supplements the CommonSpot user training seminar by guiding users through many beginner-level procedures. All screenshots in this manual were taken in AUTHOR mode using the Firefox 3 browser.

**Request CommonSpot Access**
Enroll in a CommonSpot training seminar by visiting OneStop >> Tools >> Employee >> University Training. This is required for all new users.

After completing the training seminar, submit a Help Desk service request for access to a CommonSpot subsite. Be sure to include the full URL of the site. After receiving the confirmation e-mail from ITCS, check your access.

**Request a New CommonSpot Subsite**
Submit an online request by going to http://help.ecu.edu and completing the electronic form, **CommonSpot/Web Directory Setup Request**. Find this form under the online forms section. You can also submit a Help Desk service request if you have questions or problems using CommonSpot.

**Find More Help**
Find web publishing and CommonSpot resources at http://www.ecu.edu/cs-itcs/webpublishing.cfm or visit the Walk-In IT Help Desk and request a consultation.

**Table of Contents**


**PART I. General Information ..... 3**
Compatible Browsers & Settings ..... 3
CommonSpot Login ..... 5
Subsite Tools Login ..... 6
Keyboard Shortcuts ..... 6
Image Sizes for ECU CommonSpot Pages ..... 7
CommonSpot Interface ..... 7

**Part II. Page View Options ..... 7**
Read Mode ..... 7
Author Mode ..... 7
Edit Mode ..... 7
Preview ..... 7
Version History ..... 7

**Part III. Tools & Information Options ..... 8**
Document Information ..... 8
Referring Pages ..... 8
Validate Links ..... 8
Help ..... 8
Page Finder ..... 8
Validate Links ..... 9

**Part IV. Properties & Actions Options ..... 9**
Template Hierarchy ..... 9
Create New Page ..... 10
Standard Metadata ..... 11
Custom Metadata ..... 12
Define Layout of a New Page ..... 13
Activate a New Page ..... 14
Copy/Move a CommonSpot Page ..... 15
Rename a CommonSpot Page ..... 15
Delete a CommonSpot Page ..... 15
Upload a New Document ..... 16
Register an External Page ..... 16
Clear and Update the Cache ..... 16
Locate CommonSpot Pages using My Pages ..... 17
Create a CommonSpot Template ..... 17
Submit a Template for Public Use ..... 20

**Part V. Inserting Elements ..... 21**
Insert a Simple Link ..... 21
Why do I see Plus Signs on My Page? ..... 22
Insert a Formatted Text Block ..... 24
How Do I Make Changes to an Element? ..... 24
Insert an Image ..... 25
Insert a Jump Link ..... 29
Insert Rotating Images Using the Container Element ..... 31

# PART I. GENERAL INFORMATION

## Compatible Browsers and Settings

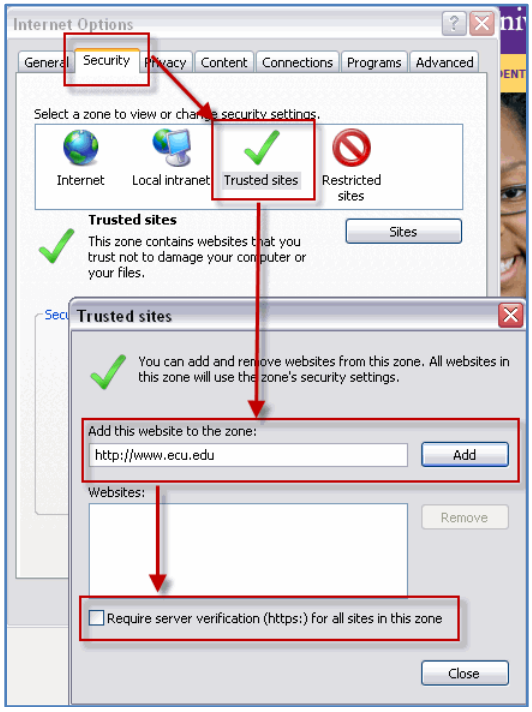
There are two compatible browsers used to author in CommonSpot 5:

- Internet Explorer 7
- Firefox 2 (and above)

Older versions of these browsers, such as Internet Explorer 6, will not work—icons and features are not visible. Mac users need to use the Mac version of Firefox as their authoring browser.

Follow the steps below to configure the browser for use with CommonSpot.

### Microsoft Internet Explorer 7

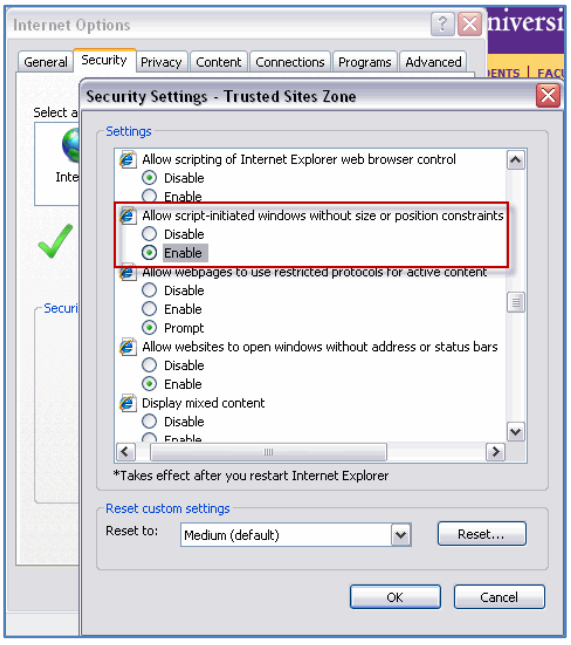


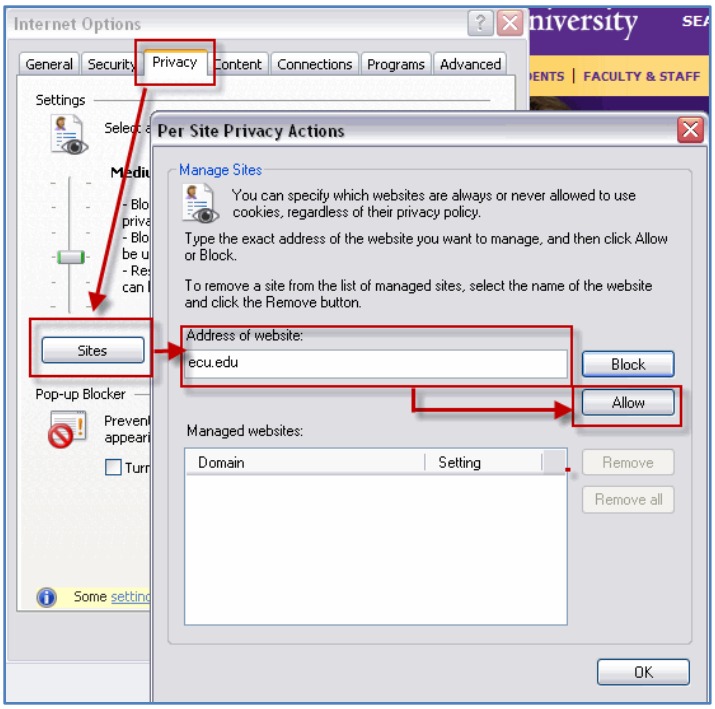

**Step 1. Add a Trusted Site.**

1. Open Internet Explorer 7.
2. Click **Tools** from the main menu and then choose **Internet Options**.
3. Select the **Security** tab and click **Trusted sites**. The **Trusted sites** dialog box will open.
4. Type http://www.ecu.edu as shown in the graphic to the left.
5. Check that the **Require server verification (https:) for all sites in this zone** box is NOT checked.
6. Click **Close**.

**Step 2. Allow Script-Initiated Windows.**

1. In the main window of the **Security tab**, choose **Custom Level**.
2. Scroll to the option in the graphic to the right and click to enable.



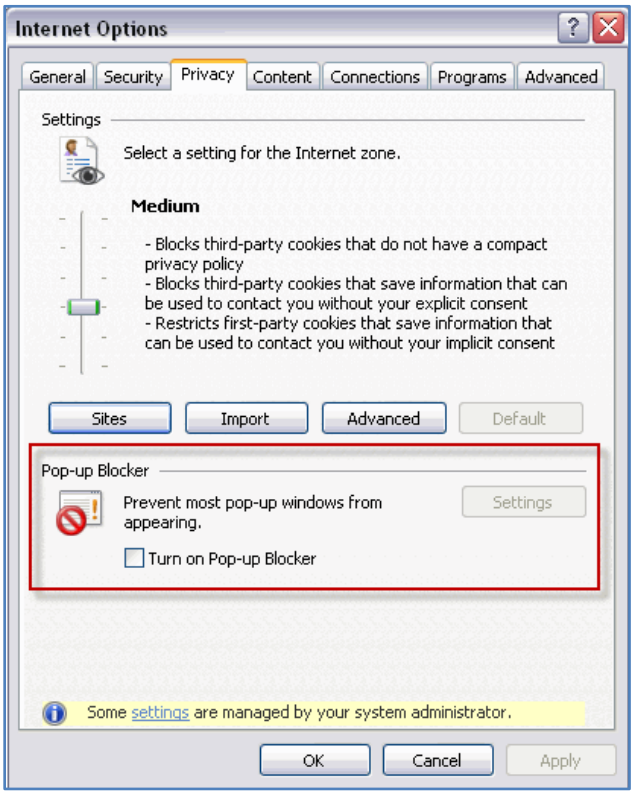



**Step 3. Allow ecu.edu to Use Cookies.**

1. From the **Internet Options** dialog box, choose **Privacy**. Click **Sites**. The **Per Site Privacy Actions** dialog box will appear.
2. Enter **ecu.edu** in the **Address of Website** text box. Click **Allow**.
3. Click **OK**.

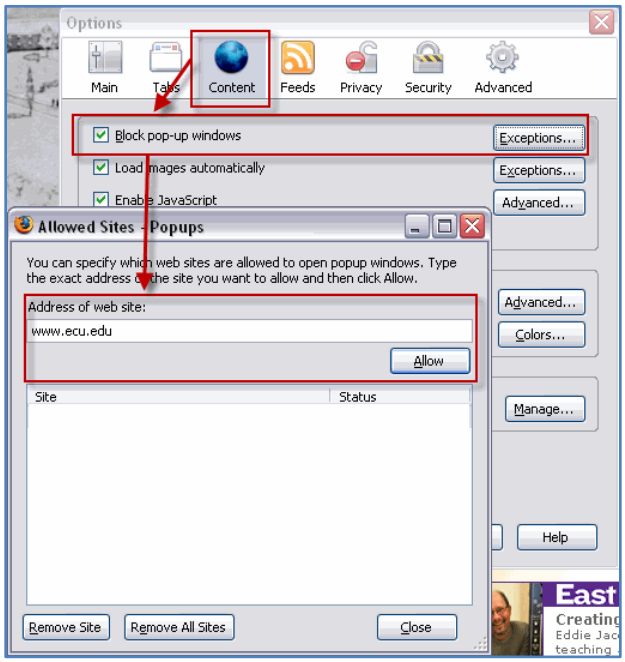
**Step 4. Turn Off the Pop-Up Blocker.**

1. From the **Privacy** tab, make sure the **Turn on Pop-up Blocker** checkbox is NOT checked.
2. Click **OK**.




After configuration, close the Internet Explorer 7 program to make sure all changes are applied.

**Mozilla Firefox, Version 2 (and above)**

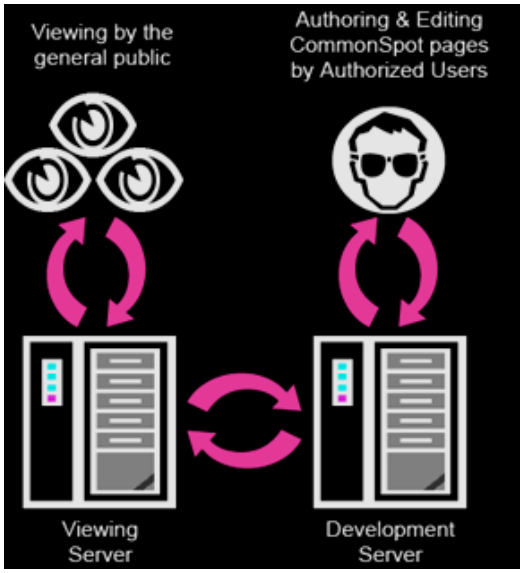



**Step 1.**

1. Click **Tools** from the main menu and select **Options**.
2. Click **Content** and then click the **Exceptions…** button next to **Block pop-up windows**.
3. Enter www.ecu.edu into the **Address** of Web site text box. Click **Allow**.
4. The www.ecu.edu address will appear in the text box below. Click **Close**.
5. Click **OK**.

## CommonSpot Login

Remember that to author in CommonSpot, you must log on to the development server instead of the viewing server. See the graphic below:


Viewing by the general public
Authoring & Editing CommonSpot pages by Authorized Users
Viewing Server
Development Server

CommonSpot authors log on to the development server to maintain a Web page. Remember to type **author** instead of **www** and to type **login.cfm** at the end of the URL.

**In the address bar of the browser, type:**
http://author.ecu.edu/cs-xxxx/yoursitename/login.cfm
You should see the dialog box below.

Type your PirateID and passphrase into the User Login box and click **OK**.

Once logged in, you may see the **Pending User Actions** dialog box. This is a to-do list providing information about broken hyperlinks, freshness reminders, etc. Click **Close** to continue.

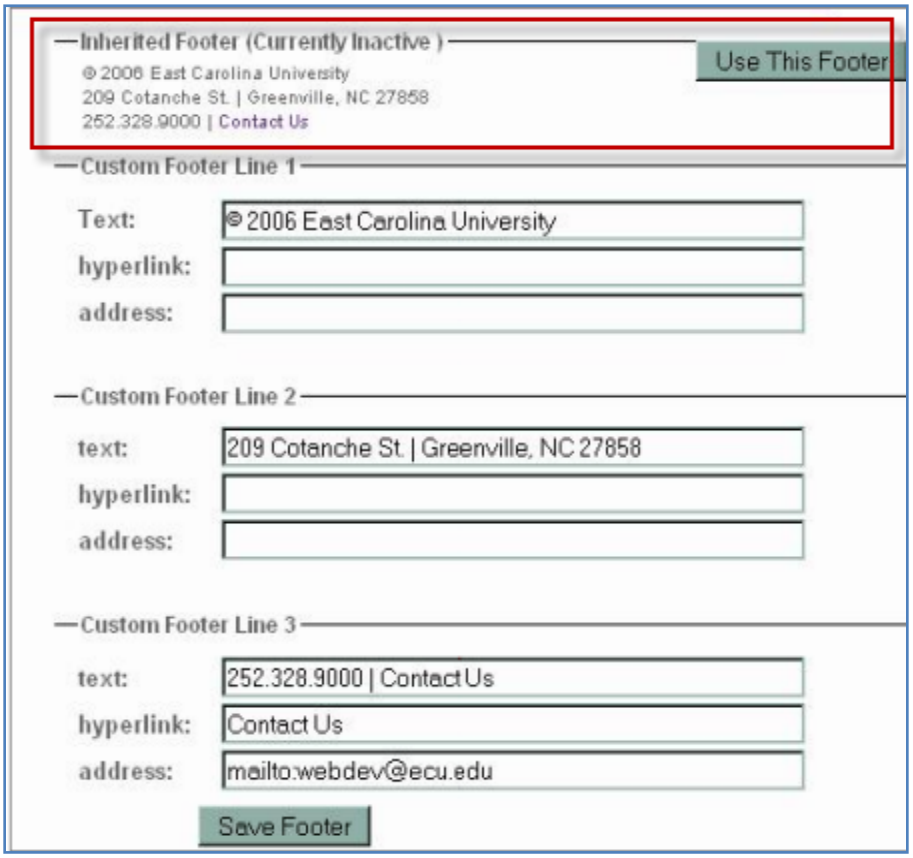
You should now see the home page of your site.

## Subsite Tools

For every CommonSpot subsite, there is a corresponding **Tools** folder. This is where you can store custom scripts and update your custom footer information.

To log in to the Tools folder, type the following URL: http://author.ecu.edu/cs-xxxx/yoursitename/tools.cfm
In other words, type the same address as you would to access author mode, but instead of typing login.cfm, type tools.cfm.

Once you log in, you should see a links menu similar to the one to the right.




The information bordered in red in the graphic to the left is the default footer that displays for new subsites.

It is recommended that you at least customize the **contact us** information for your site. Each line can be customized, if needed.

Text: The words that display.
Hyperlink: Type which word/s will be the hyperlink text.
Address: The hyperlink address.
Save Footer: Saves the newly-created custom footer.
Use This Footer: Switches from any custom footer to the default footer

After changing any text or links, click **Save Footer**. The footer now displays on each page of your subsite.

## Keyboard Shortcuts

Below are shortcuts for a few of the most commonly-used commands in CommonSpot. Note that the focus of the page must be on the CS page for the shortcut to work. Shortcuts are not available on the Mac.

| | |
|---|---|
| Login/Logout | Alt-Shift-0 |
| Read Mode | Alt-Shift-1 |
| Author Mode | Alt-Shift-2 |
| Edit Mode | Alt-Shift-3 |
| Approve Mode | Alt-Shift-4 |
| Preview On/Off | Alt-Shift-5 |
| Show Container Tools | Alt-shift-6 |
| Show Element Tools | Alt-Shift-7 |
| Show New Element Links | Alt-Shift-8 |
| Standard Metadata | Alt-Shift-9 |

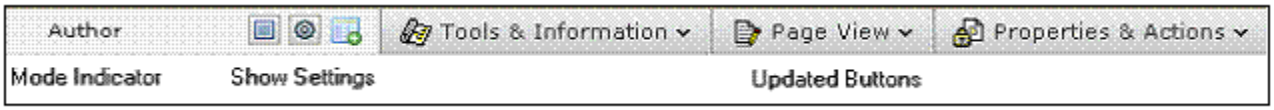
## Image Sizes

Below are the recommended image sizes for use in your ECU CommonSpot Web site:

| | |
|---|---|
| ECU Home Page Image | 770 x 250 |
| Full Width Image (for use on most departmental pages) | 770 x 170 |
| Left Image with Right Text | 350 x 170 |
| Left and Right Images OR Left Only Image OR Right Only Image | Left: 238 x 170 Right: 530 x 170 |
| Secondary Page Small Left Image Only | 238 x 84 |

## CommonSpot 5 Interface

The menu bar for CommonSpot includes the Mode Indicator on the far left, the Show Settings buttons in the middle of the toolbar and the Option Buttons on the right.




### Settings Buttons

**Container Tools button.** Table and element boundaries are highlighted by a dotted line.

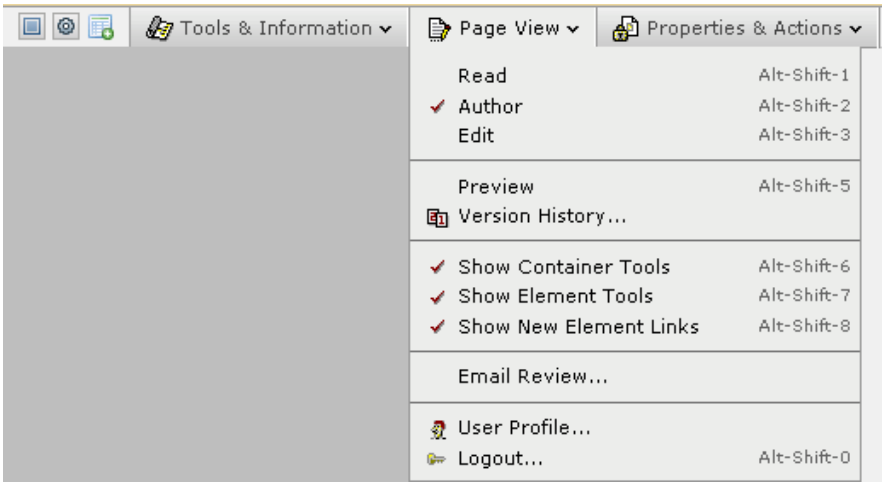
**Element Tools button.** See all the options for a particular element by clicking this button.

**New Element Link button.** Opens the element gallery dialog box to add a new element to the page.

Users can show/hide any of these features by clicking the button on/off in the **Show Settings** area of the toolbar.

The next three sections of this manual will cover each button and selected options.

# Part II. Page View Options




Hyperlinks can be checked in Author mode, before a page is published.

**Read mode** shows what the page currently looks like; changes must be published for them to show in this mode.

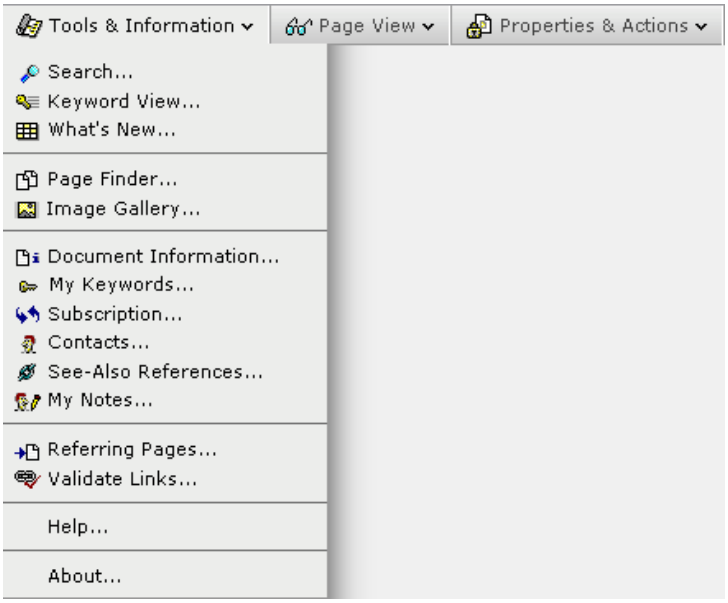
Use **Author mode** to create and edit your pages.

**Edit mode** is much like Author mode.

**Preview** shows the current page plus any unpublished changes on the page.

**Version History** shows previous versions of the page by date. Compare two versions or revert back to an earlier version of the page.

# Part III. Tools & Information Options




**Document Information** lists a summary of the statistics of a page such as creation date, owner, contributors, etc. Inactivate a page here.

**Referring Pages** lists all the other pages within the Web site that are linked to this CommonSpot page.

**Validate Links** checks all hyperlinks on a page and lists any invalid links that need to be fixed.

**Help** opens the complete CommonSpot Help Guide. PDF. Searchable.

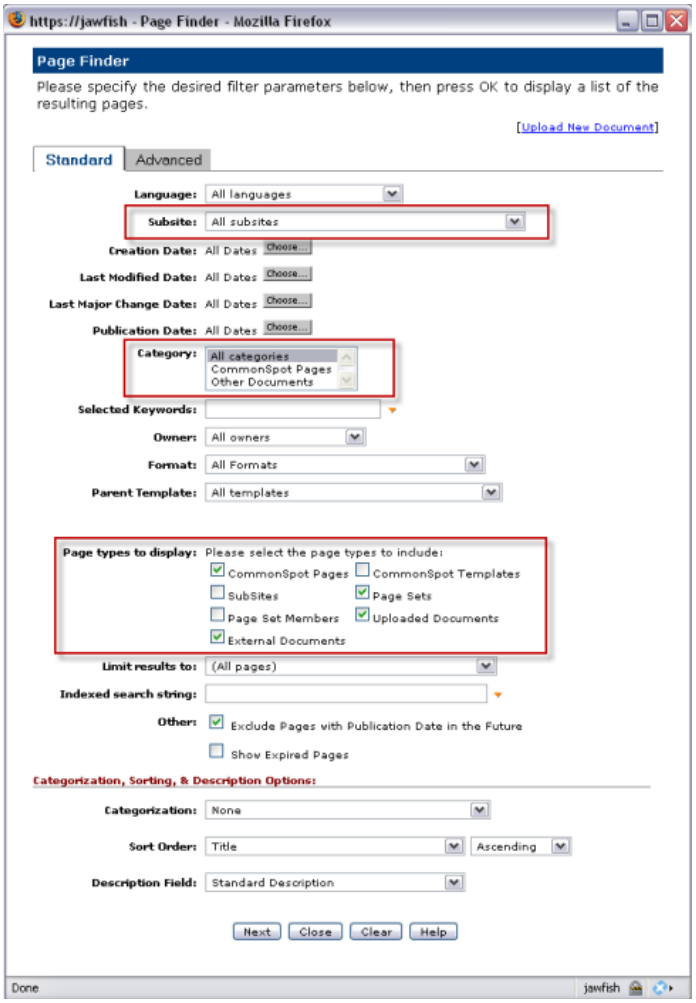
## Page Finder

To find pages in a subsite without being the page owner, use the **Page Finder** option.

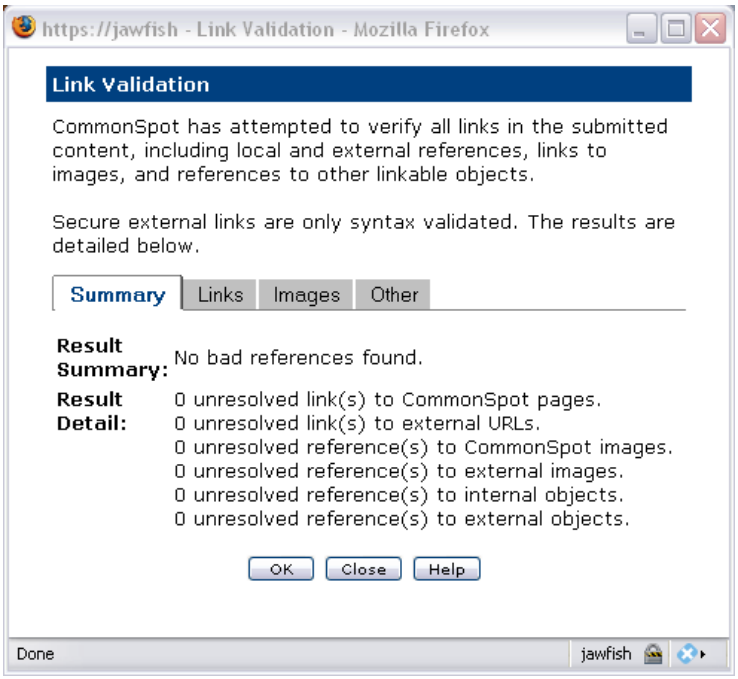
There are many parameters that can be set for this search; however, most of the time, they can remain at the default. Three categories that might narrow the search are the outlined in red on the right.

For example, you can limit the search to CommonSpot pages only.

Click **Next** and a list of pages for the subsite will be generated.



## Validate Links


https://jawfish - Link Validation - Mozilla Firefox
Link Validation
CommonSpot has attempted to verify all links in the submitted content, including local and external references, links to images, and references to other linkable objects.
Secure external links are only syntax validated. The results are detailed below.
Summary
Links
Images
Other
Result Summary:
No bad references found.
Result Detail:
0 unresolved link(s) to CommonSpot pages.
0 unresolved link(s) to external URLs.
0 unresolved reference(s) to CommonSpot images.
0 unresolved reference(s) to external images.
0 unresolved reference(s) to internal objects.
0 unresolved reference(s) to external objects.
OK
Close
Help
Done
jawfish

The Validate Links spots any broken links on a page.

After CommonSpot checks the page, you will see a report summary similar to the one to the left. Each subsequent tab gives individual reports for Links, Images and Other.

# Part IV. Properties and Actions Options

The **Properties and Actions** menu is the most-used set of options when editing a CommonSpot Web site.

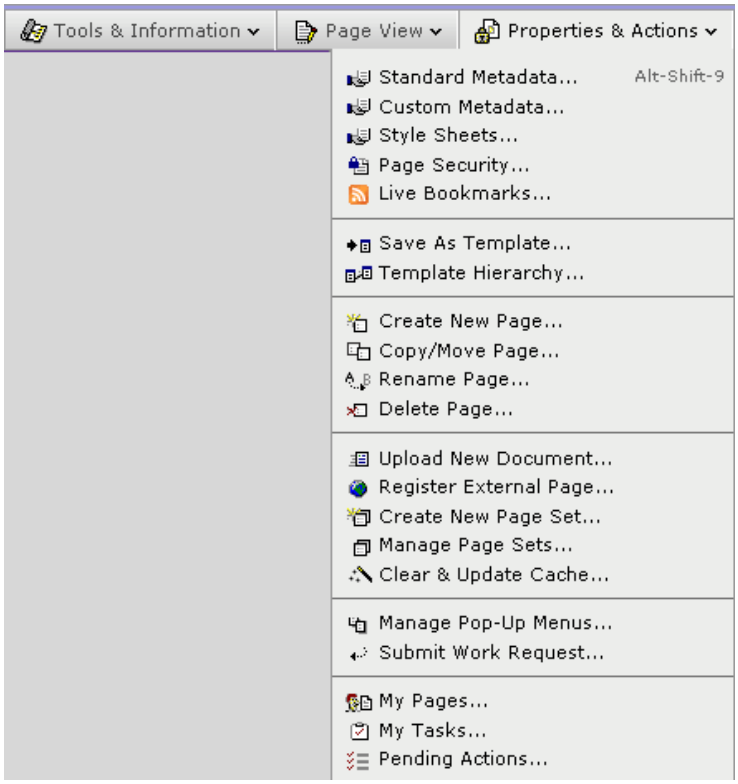
**Standard Metadata** lists title (URL), title bar name, caption and other information about a page.

**Custom Metadata** lists the tag line, page title, image layout and the Immediate/Advanced options for a page.

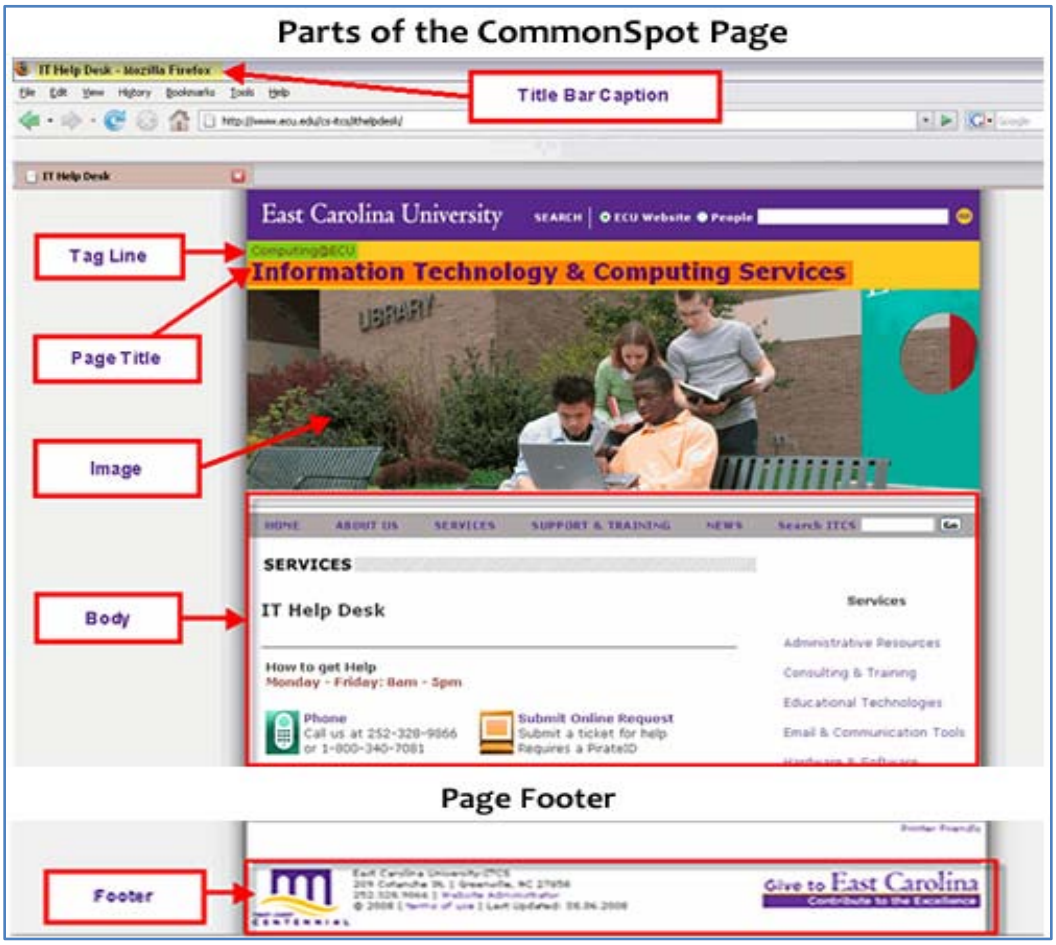
If a text block is associated with an RSS feed, it is "made public" using the **Live Bookmarks** option. See tutorial later in this manual.

**Template Hierarchy** lists all templates from which the current page is derived. Each list item is a link to that template.

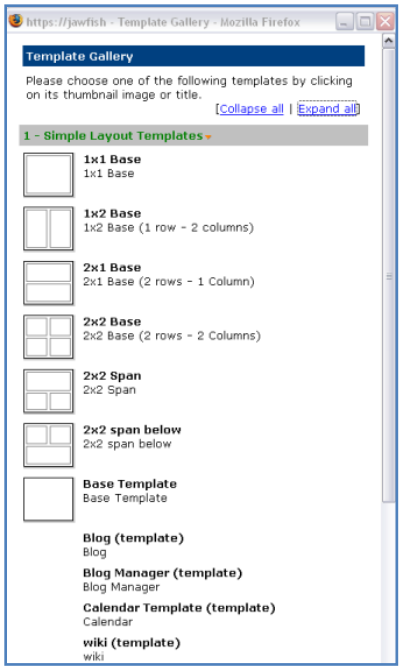
This is useful if you need to change the links on a navigation template.



## Create New Page




Follow the steps below to create a new page.




**Step 1.** Click the **Properties and Actions** button on the CS menu bar.

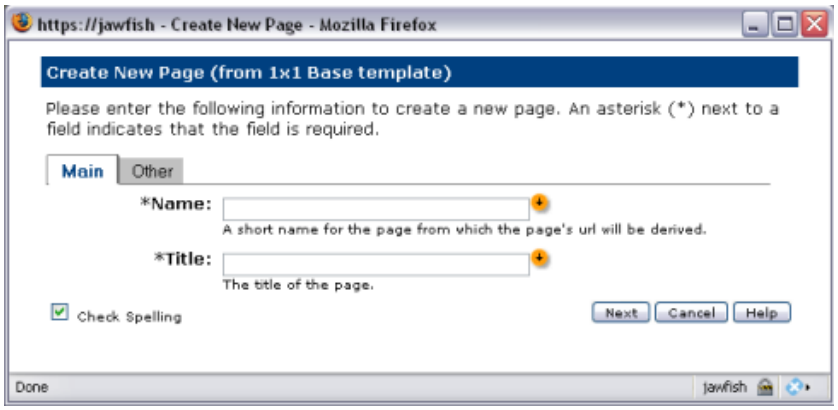
**Step 2.** Choose **Create New Page**.

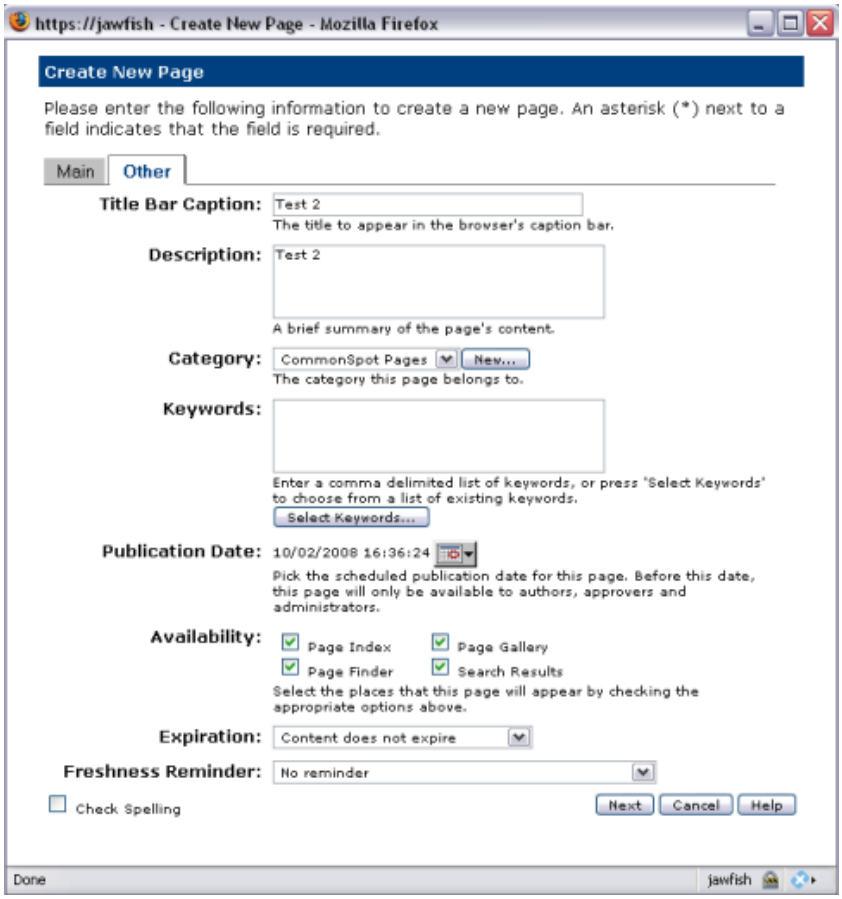
**Step 3.** Choose the destination subsite and click **Next**. The destination subsite should already be listed in the text box.

**Step 4.** The **Template Gallery** dialog box will open. Click **Expand all** to see all template choices. Choose a department template by clicking on it, if one has been created for your site.

If you do not have a department template, choose one of the simple layouts (see graphic to the right).

## Standard Metadata


https://jawfish - Create New Page - Mozilla Firefox
Create New Page (from 1x1 Base template)
Please enter the following information to create a new page. An asterisk (*) next to a field indicates that the field is required.
Main
Other
*Name:
A short name for the page from which the page's url will be derived.
*Title:
The title of the page.
Check Spelling
Next
Cancel
Help
Done
jawfish


https://jawfish - Create New Page - Mozilla Firefox
Create New Page
Please enter the following information to create a new page. An asterisk (*) next to a field indicates that the field is required.
Main
Other
Title Bar Caption:
Test 2
The title to appear in the browser's caption bar.
Description:
Test 2
A brief summary of the page's content.
Category:
CommonSpot Pages
New...
The category this page belongs to.
Keywords:
Enter a comma delimited list of keywords, or press 'Select Keywords' to choose from a list of existing keywords.
Select Keywords...
Publication Date:
10/02/2008 16:36:24
Pick the scheduled publication date for this page. Before this date, this page will only be available to authors, approvers and administrators.
Availability:
Page Index
Page Gallery
Page Finder
Search Results
Select the places that this page will appear by checking the appropriate options above.
Expiration:
Content does not expire
Freshness Reminder:
No reminder
Check Spelling
Next
Cancel
Help
Done
jawfish

**Step 5.** Type a name for the file in the **Name** text box on the Main tab of the **Standard Metadata** dialog box. This name will form the URL for the new page.

**NOTE:** The first page created for a newly-created Web site should always be named **index**. Otherwise, keep names simple and do not use special characters, spaces and other symbols in the name.

**Use:** ITCS_training OR trainingITCS OR ITCS-training

**Do NOT Use:** ITCS Training OR ITCS/Training

**Step 6.** Type a title for the new page in the **Title** text box. Only the page creator will see this title.

It is important to give the page a title that quickly identifies it.

**Step 7.** Click the **Other** tab. Type the **Title Bar Caption** for the page.

Visitors to your page will see this caption in the top left of their computer screen. Again, choose something that uniquely identifies the page.

The remainder of the options on this tab are optional.

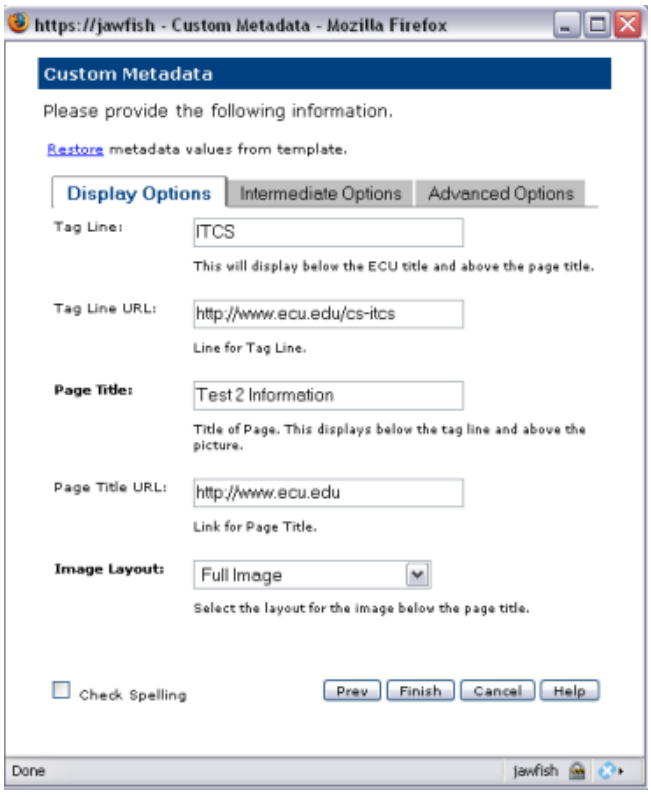
Type a short description of the page, if you like.

If this page contains information that should be published at a future date, choose from the calendar in the **Publication Date** section.

All the boxes in the **Availability** section are checked by default.

You can also set an **Expiration** date for the page or a **Freshness Reminder**, if the information will become outdated in the near future. For example, if you create a page to post events, then an expiration date after an event is over would be useful.

## Custom Metadata




The **Display Options** dialog box allows you to change:

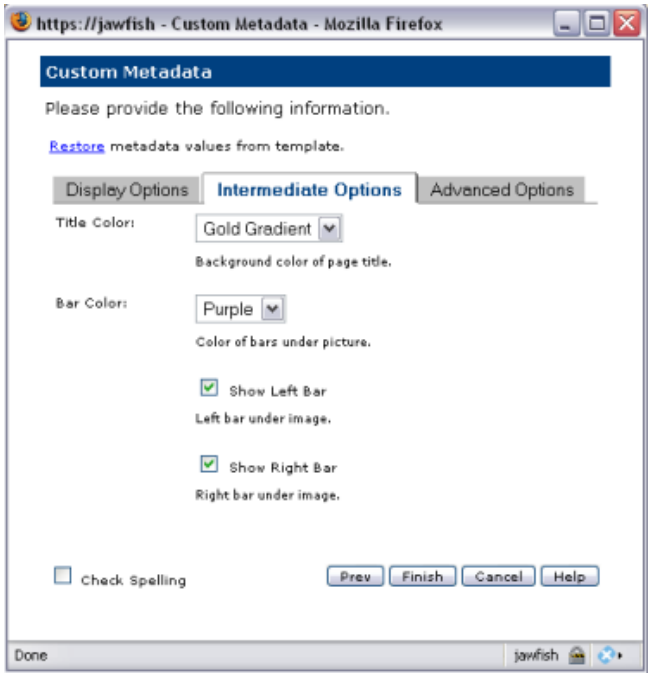
**Tag Line:** Text above the page title.

**Tag Line URL:** Link to a page, if desired.

**Page Title:** This is required for all CommonSpot Pages. The Page Title appears below the Tag Line.

**Page Title URL:** The Page Title can be a link, if desired.

**Image Layout:** Image that appears below the page title. Full Image is used for many top-level ECU pages.

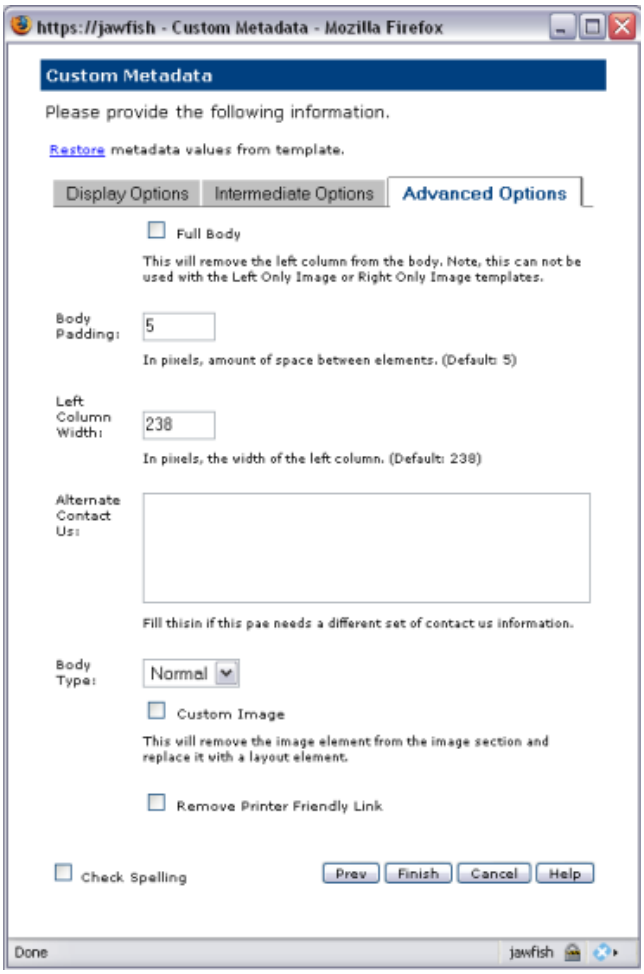



The **Intermediate Options** dialog box allows you to change:

**Title Color:** This is the background color of the page title.

**Bar Color:** Color of the bars just below the image.

You can also choose to hide or display the left and rights bars underneath the image.


https://jawfish - Custom Metadata - Mozilla Firefox
Custom Metadata
Please provide the following information.
Restore metadata values from template.
Display Options
Intermediate Options
Advanced Options
Full Body
This will remove the left column from the body. Note, this can not be used with the Left Only Image or Right Only Image templates.
Body Padding:
5
In pixels, amount of space between elements. (Default: 5)
Left Column Width:
238
In pixels, the width of the left column. (Default: 238)
Alternate Contact Us:
Fill thisin if this pae needs a different set of contact us information.
Body Type:
Normal
Custom Image
This will remove the image element from the image section and replace it with a layout element.
Remove Printer Friendly Link
Check Spelling
Prev
Finish
Cancel
Help
Done
jawfish

**Advanced Options** include:

**Full Body:** Remove the left column from the page.

**Body Padding:** With a default of 5, this is the number of pixels between elements.

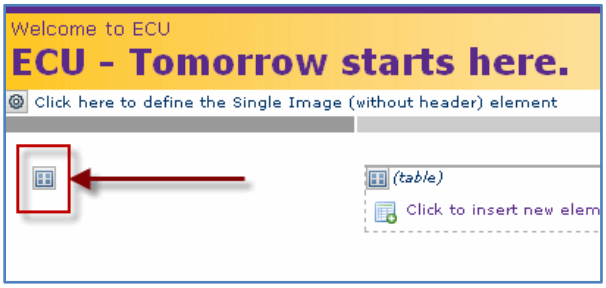
**Left Column Width:** The default is 238 pixels.

**Alternate Contact Us:** For contact information different from the Web site's footer.

**Custom Image:** Remove the image element from the top of the page and insert the element of your choice.

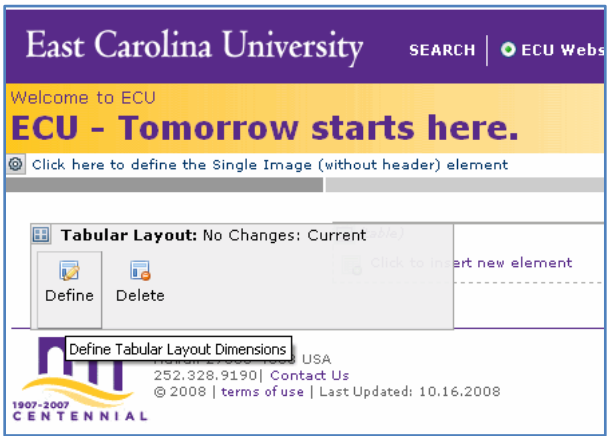
**Printer Friendly Link:** Hide or show this link from the checkbox.

Once all the Custom Metadata is completed, click **Finish** to create the new page.


Welcome to ECU
ECU - Tomorrow starts here.
Click here to define the Single Image (without header) element
(table)
Click to insert new elem

## Define the Layout of a New Page.

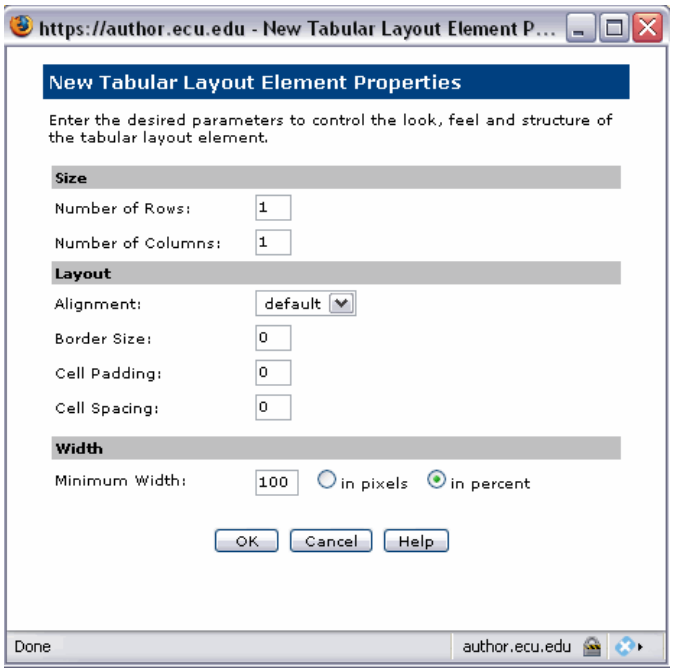
Notice the two table icons in the graphic to the left. The table graphic on the right is ready to edit as the **Click to insert new element** link is visible in the table boundary box.




However, the table icon in the left column needs to be defined. In other words, CommonSpot needs to know how many rows and columns to create in the column.

Click the **Table** icon and then choose **Define**.

You should see the **New Tabular Layout Element Properties** dialog box. See the graphic to the right.




Select the number of columns and rows for your table. It is fine to leave the defaults and click **OK**.

**Alignment.** Select from the drop-down box the alignment of the table on the page- left, center or right.

**Border Size.** The width of the border, measured in pixels. The field must be set above zero (0). If the setting is zero (0), you will not be able to create borders either in the **Table Element Properties** wizard or in the **Cell Properties** dialog.

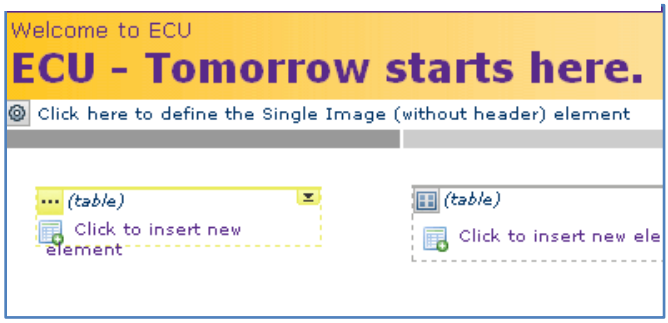
**Cell Padding.** The minimum number of pixels to leave between the cell's content and the cell border.

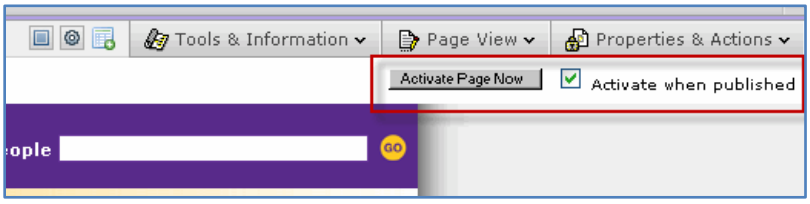
**Cell Spacing**. The number of empty space (in pixels) to leave between cells.

**Width.** The number of pixels or percentage of space the table uses to span the column. This can be left at 100%. This means that the table will span across the entire (100%) of the column (default width for the left column is 238 pixels)

After the table has been created, any of its properties can be changed by clicking on the **Tabular Layout Properties** icon and selecting **Layout Properties**.

After you click **OK**, your page should look like the graphic to the right.


Welcome to ECU
ECU - Tomorrow starts here.
Click here to define the Single Image (without header) element
(table)
Click to insert new element
(table)
Click to insert new ele




## Activate a New Page

To activate a new page means to make it available public viewing.

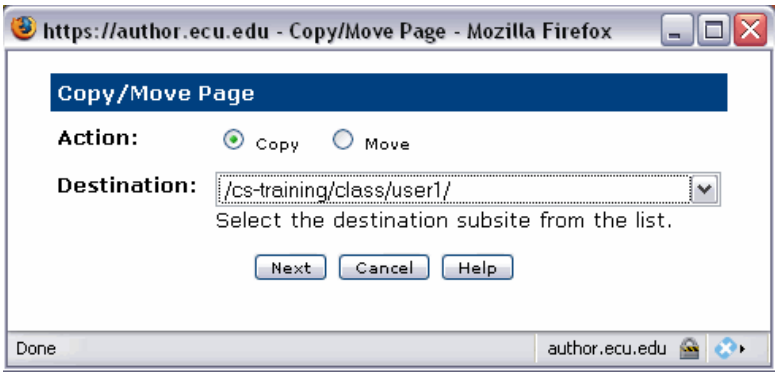
There are two ways to activate a page:

1) Press the **Activate Page Now** button.
2) Continue to author your page while it is unavailable for public viewing; when changes are published, the page will automatically be activated. Make sure the **Activate when published** check box is checked.

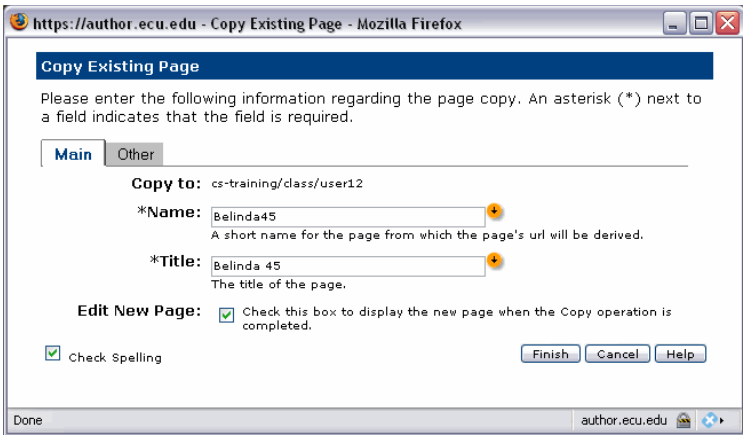
## Copy/Move a CommonSpot Page

If you manage more than one subsite, you may need to copy or move a page from one site to another.

Choose the **Properties & Actions** button on the CommonSpot toolbar and choose the **Copy/Move Page** option to open that dialog box.




Choose the action you wish to perform (copy or move) and select the destination subsite. Click **Next**.


https://author.ecu.edu - Copy Existing Page - Mozilla Firefox
Copy Existing Page
Please enter the following information regarding the page copy. An asterisk (*) next to a field indicates that the field is required.
Main
Other
Copy to:
cs-training/class/user12
*Name:
Belinda45
A short name for the page from which the page's url will be derived.
*Title:
Belinda 45
The title of the page.
Edit New Page:
Check this box to display the new page when the Copy operation is completed.
Check Spelling
Finish
Cancel
Help
Done
author.ecu.edu

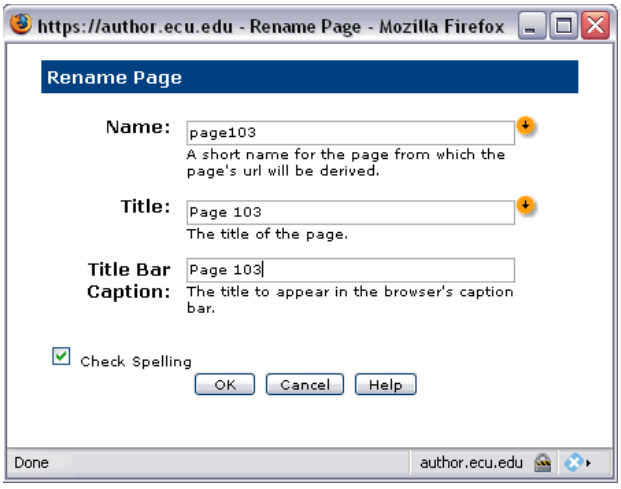
The dialog box to the right opens. Notice that this is the same information as the standard metadata dialog box.

You will see this box even if you are moving a page. You can change any of this information or keep it the same.

Click **Finish**.

## Rename a CommonSpot Page

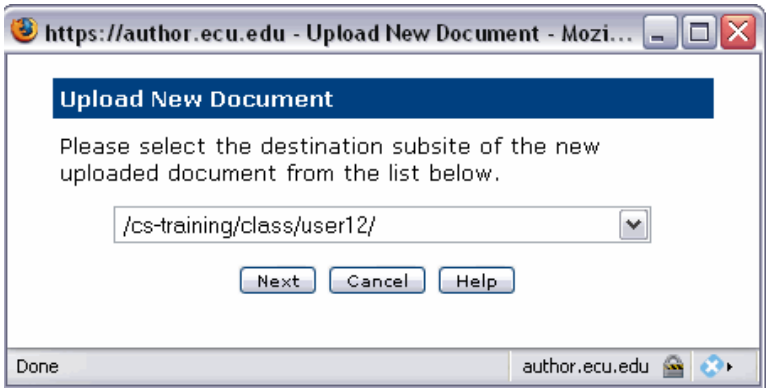
Choose the **Properties & Actions** button on the CommonSpot toolbar. Choose **Rename** page and complete the standard metadata to rename the page.




## Delete a CommonSpot Page—WARNING!!

Choose the option to delete a CommonSpot page from the **Properties & Actions** menu. **BE SURE THIS IS WHAT YOU WISH TO DO!** You **CANNOT** undo this action. If you need the page again, it will need to be completely recreated.

Instead of deleting a page, it can be inactivated. Go to the **Tools & Information** menu button and choose **Page/Document Information**.




## Upload a New Document in CommonSpot

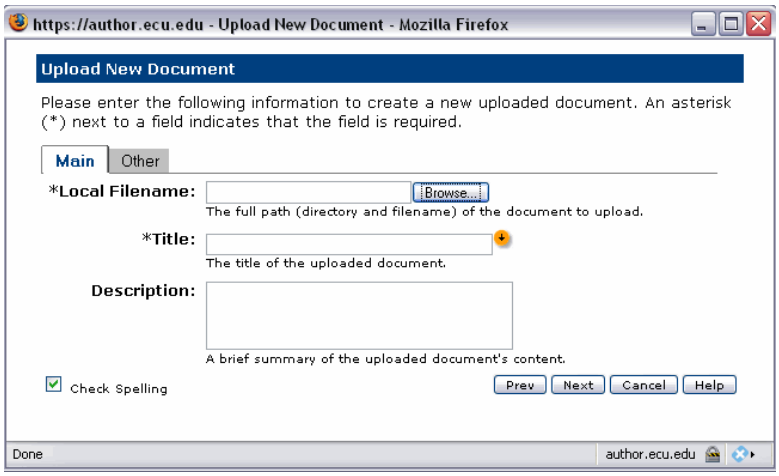
Upload documents to the development (authoring) server that you wish to link to later.

For example, if you have pdf, document or spreadsheet files that will be printed out by visitors to your site, upload them to the CS server.

From the **Properties & Actions** toolbar button, choose **Upload New Document**. The Upload New Document dialog box will open. Choose the subsite and click **Next**.

Browse for the file you wish to upload. Type in a title and a description and click next.

We will link files in the next section, **Inserting Elements**. To check the file, see the **My Pages** section.



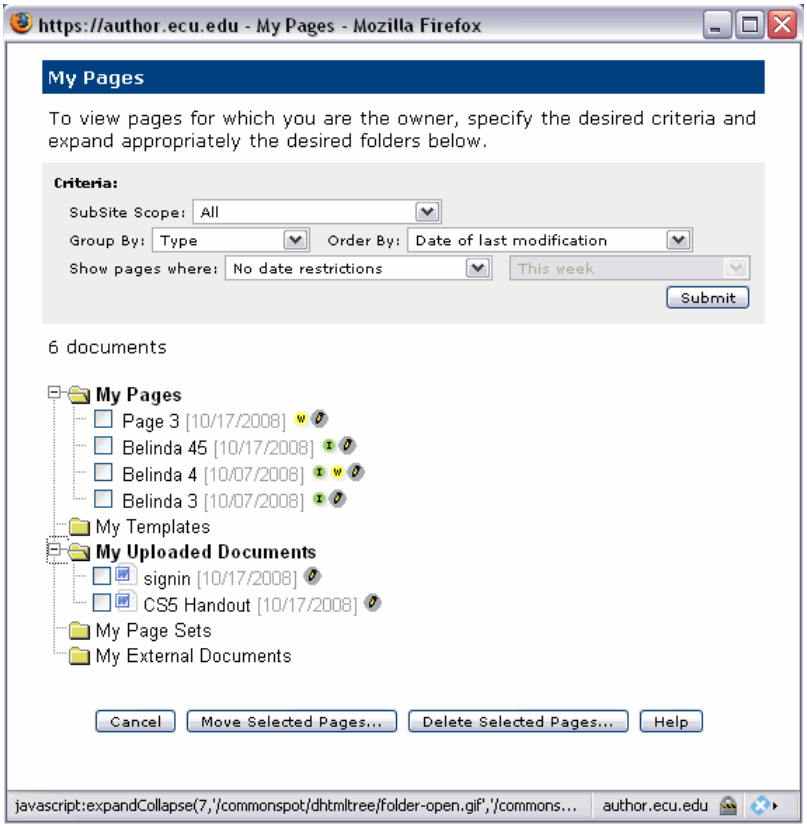

## Register an External Page in CommonSpot

External pages are those not created by CommonSpot. The 'Register External Page…' link in the **Properties & Actions** menu provides the ability to organize and classify these external URL pages.

## Clear and Update the Cache in CommonSpot

If you are authoring and suddenly start to have problems with a page, it is sometimes useful to reload the page. Choose **Clear and Update Cache** from the **Properties & Actions** menu. This may help clear up temporary problems with a page.

## Locate CommonSpot Files Using My Pages




To see a list of the CommonSpot pages and templates you have created and the documents you have uploaded to your Web site, choose **My Pages** from the **Properties & Actions** menu button.

Open any of the pages or documents by clicking on the name. Move pages by selecting them and choosing that option button.

Delete the documents by putting a check in the check box and choosing the Delete Selected Pages button at the bottom of the page. **WARNING!! DELETED PAGES CANNOT BE RETREIVED!**

To search for pages you did not create but maintain, use the **Page Finder** option in the **Tools & Information** menu.

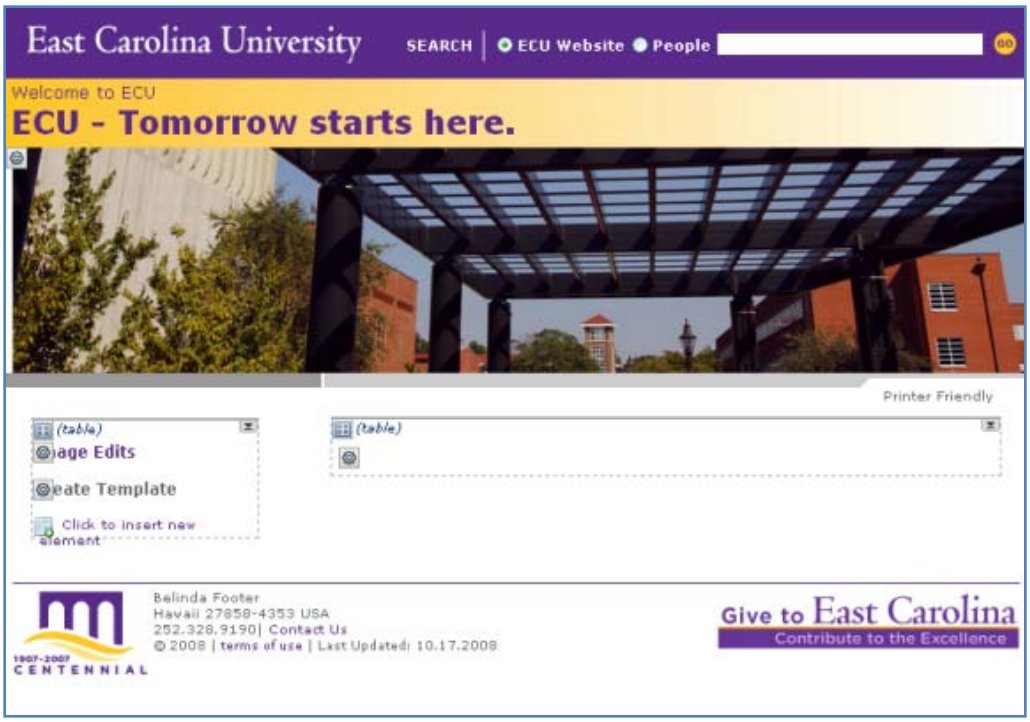
## Create a CommonSpot Template

All CommonSpot pages are built from templates. Remember that the dialog to create a page always asks the user to choose a template. There are basic templates in CommonSpot which include the ECU logo on a purple background, certain fonts, colors and other elements that give ECU Web sites their distinctive look.

If certain elements need to appear on each page of a department's subsite—a list of links on the left, for example—it is easier to create a page using one of the ECU basic templates, add the content you want to appear on each page of your Web site, and then create a template from this new page.

Another convenience of using templates is that if an element—one of the links like in the paragraph above, for example—needs to be changed, it need only be changed on the template once, and that change will cascade down to each page in the site that was created using that template. .

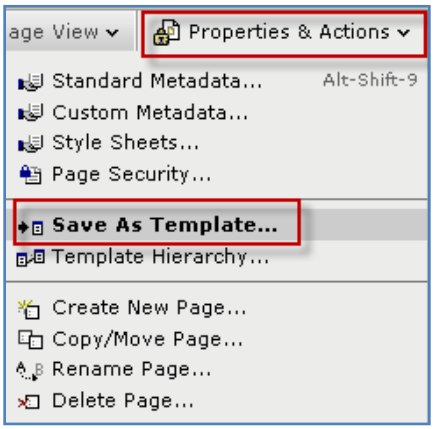
Follow the steps below to create a template. For help on adding elements to a page, see Part V, Adding Elements.

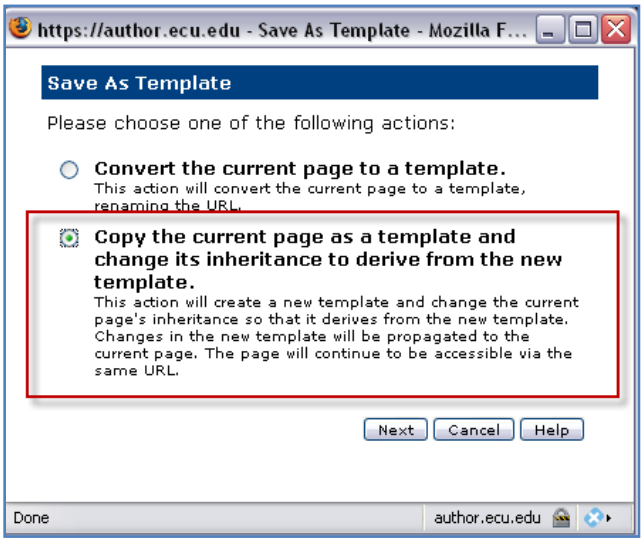



**Step 1.** Create a page using one of the ECU templates.

Add any information, such as links or text that needs to show on each page created from this template.

**Step 2.** From the **Properties & Actions** menu button, choose **Save As Template.** The **Save as Template** dialog box will open. See the graphic below.





https://author.ecu.edu - Save As Template - Mozilla F...
Save As Template
Please choose one of the following actions:
Convert the current page to a template.
This action will convert the current page to a template, renaming the URL.
Copy the current page as a template and change its inheritance to derive from the new template.
This action will create a new template and change the current page's inheritance so that it derives from the new template. Changes in the new template will be propagated to the current page. The page will continue to be accessible via the same URL.
Next
Cancel
Help
Done
author.ecu.edu

**Step 3.** Choose one of these actions:

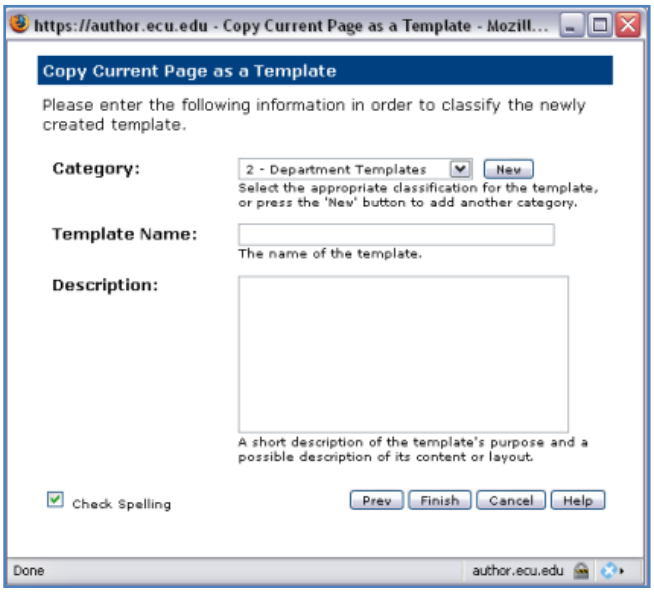
**Convert the current page to a template.** Makes the page a template, but deletes the new page. You will need to recreate your new page.

OR

**Copy the current page as a template and change its inheritance to derive from the new template.** Creates the template while saving your page. This is usually the option that users choose.

Click **Next**.

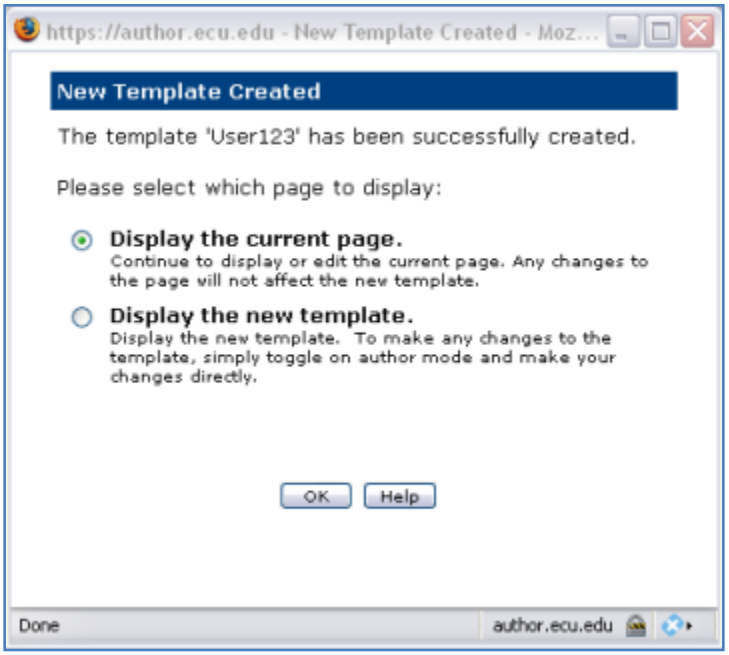
**Step 4.** Choose a template category, name and add a description.


https://author.ecu.edu - Copy Current Page as a Template - Mozill...
Copy Current Page as a Template
Please enter the following information in order to classify the newly created template.
Category:
2 - Department Templates
New
Select the appropriate classification for the template, or press the 'New' button to add another category.
Template Name:
The name of the template.
Description:
A short description of the template's purpose and a possible description of its content or layout.
Check Spelling
Prev
Finish
Cancel
Help
Done
author.ecu.edu

Save the new template in the **Department Templates** category so that others will be able to see and use your new template. However, note that you will need to make the template "public" once it is added to this category (See next tutorial on how to do this). If you save your new template in the **My Templates** category, other contributors will not see the template when they create new pages, and the option to make it public will not be available.

When naming the template, there is no need to add the term, "template" in the name. CommonSpot adds this term to the name for you to distinguish between pages and templates.

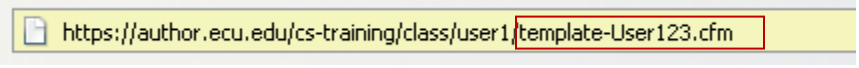
Click **Finish**.


https://author.ecu.edu - New Template Created - Moz...
New Template Created
The template 'User123' has been successfully created.
Please select which page to display:
Display the current page.
Continue to display or edit the current page. Any changes to the page will not affect the new template.
Display the new template.
Display the new template. To make any changes to the template, simply toggle on author mode and make your changes directly.
OK
Help
Done
author.ecu.edu

**Step 5.** Choose either to display the new template or your new page.

Click **OK**.

To see the template's new name and URL, look in the browser's address bar.



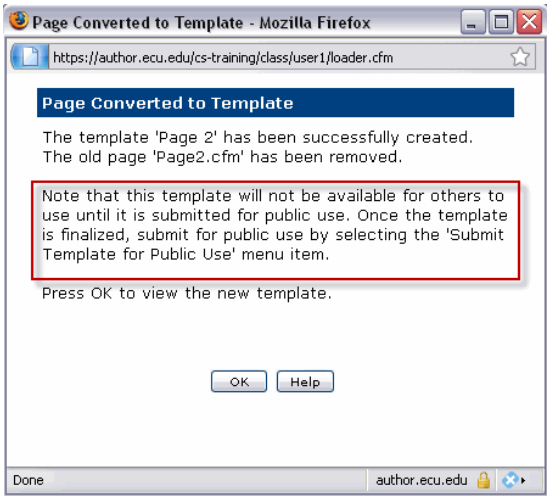
## Submit Template for Public Use

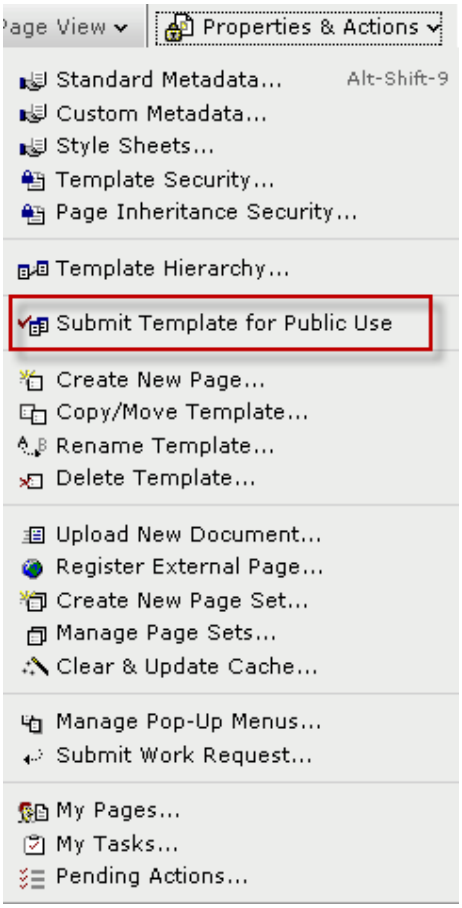
Once a page has been saved as a template, the template will be available for creating new pages, but by default, a newly created template will not appear in the **Template Gallery**, it is only visible to the owner from **My Templates**.

To make the new template visible in the **Template Gallery** and available to other contributors, follow the steps below.

**Step 1.** Once a page has been converted to a template, you will see the dialog box to the right.

Choose OK.


Page Converted to Template - Mozilla Firefox
https://author.ecu.edu/cs-training/class/user1/loader.cfm
Page Converted to Template
The template 'Page 2' has been successfully created.
The old page 'Page2.cfm' has been removed.
Note that this template will not be available for others to use until it is submitted for public use. Once the template is finalized, submit for public use by selecting the 'Submit Template for Public Use' menu item.
Press OK to view the new template.
OK
Help
Done
author.ecu.edu




**Step 2.** From the **Properties & Actions** menu, choose the **Submit Template for Public Use** option.

The following dialog box will open.

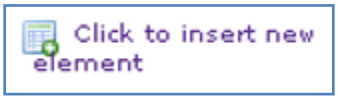
Submit Template for Public Use - Mozilla Firefox
https://author.ecu.edu/cs-training/class/user1/loader.cfm?csModule=templat
Submit Template for Public Use
There are no approvers required to approve the template, and thus the template will be available immediately for authorized public use.
Do you wish to submit the template now?
Submit
Close
Help
Done
author.ecu.edu

**Step 3.** Choose Submit.

The template is now visible in the **Template Gallery** in the **My Templates** category.

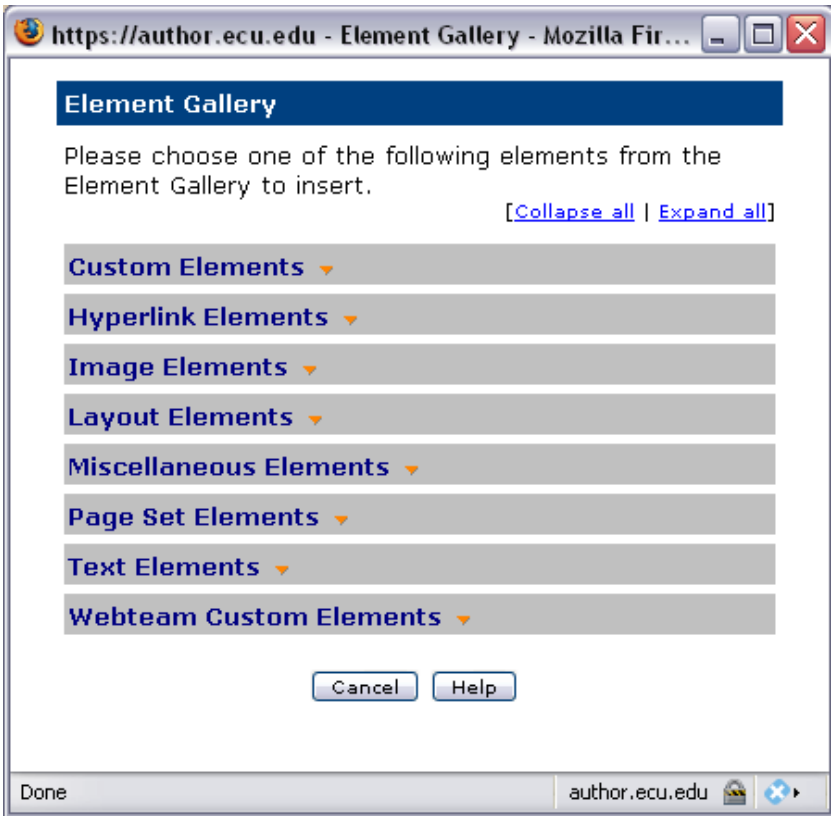
## Part V. Inserting Elements

While the shell of a CommonSpot page is created from a template, the items on a page are called, **Elements**. Text, links, images, tables, etc., are elements added to a page by using the following link:

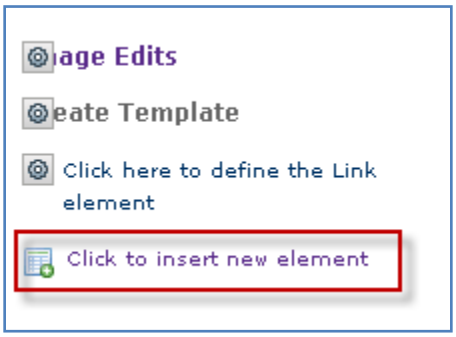



Notice that your pages are peppered in several places by the **Insert New Element** links. Clicking on any of these links opens the dialog box below, and the element you choose from this box will be added to the page.

By clicking on **Expand all** link, the dialog box expands to reveal all the element choices available.



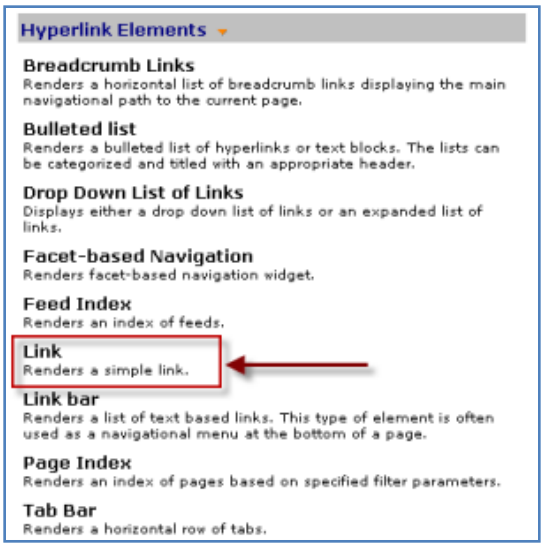

### Insert a Simple Link




**Step 1.** From the point on your page where you wish to insert a link, choose **Click to insert new element**.

For this example, we are adding a simple link in the left column of the page.

The **Element Gallery** dialog box opens.


Hyperlink Elements
Breadcrumb Links
Renders a horizontal list of breadcrumb links displaying the main navigational path to the current page.
Bulleted list
Renders a bulleted list of hyperlinks or text blocks. The lists can be categorized and titled with an appropriate header.
Drop Down List of Links
Displays either a drop down list of links or an expanded list of links.
Facet-based Navigation
Renders facet-based navigation widget.
Feed Index
Renders an index of feeds.
Link
Renders a simple link.
Link bar
Renders a list of text based links. This type of element is often used as a navigational menu at the bottom of a page.
Page Index
Renders an index of pages based on specified filter parameters.
Tab Bar
Renders a horizontal row of tabs.

**Step 2.** Click the **Hyperlink Elements** heading to expand the selection in the **Element Gallery** dialog box.

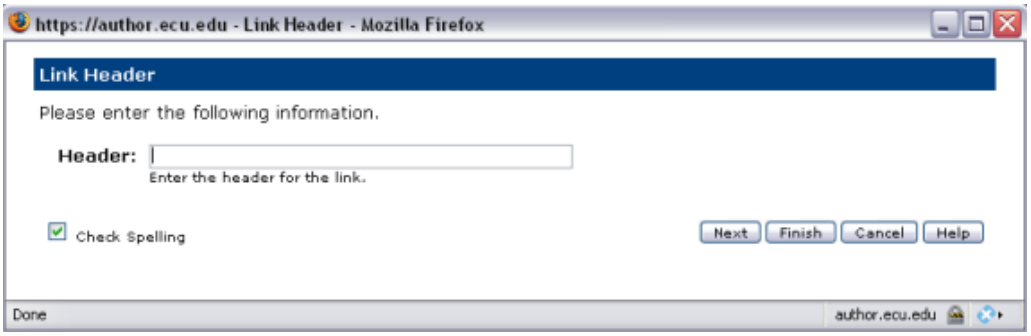
Choose **Link**.

For this illustration, we are inserting a simple link. However, PLEASE experiment with other types of links, such as e-mail links or drop-down boxes!

**Step 3.** Define the **Link** element.

Once you choose **Link** from the Hyperlink Elements dialog box, your page will reappear with the define text link like the graphic to the right.

Choose **Click here to define the Link element**.



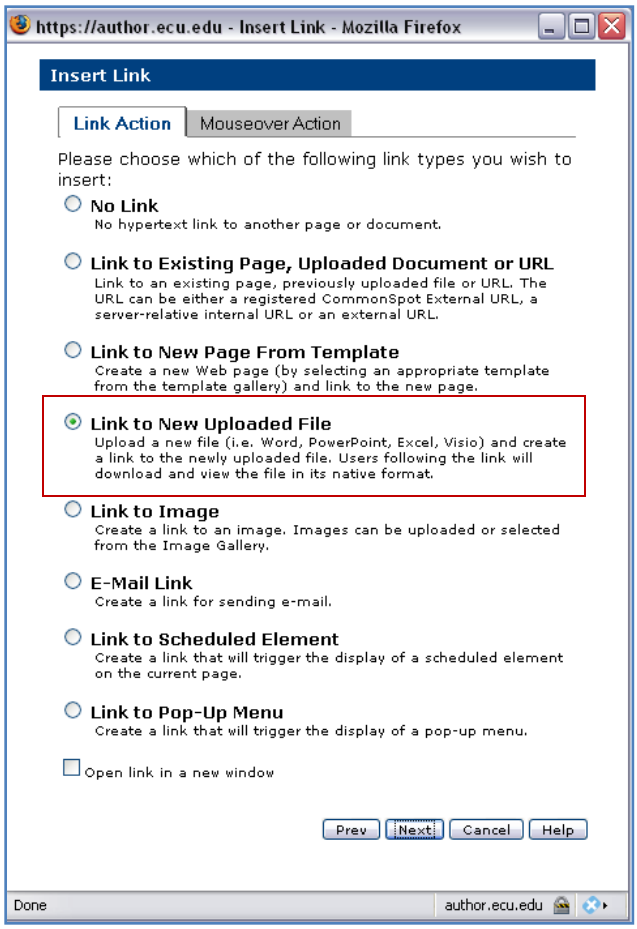

**Step 4.** Type the link text.

Click **Next** to bring up the **Link Action** dialog box.

## Why do I see PLUS SIGNS on my Page?

A **plus sign** indicates that changes have been made to a page. These changes are not visible in Read mode or publicly until they are "published." Click the yellow icon to see options for the element.

**Submit Change for Publication** publishes one change at a time
**Submit Entire Page for Publication** all changes on a page at once.
**Discard Change** deletes the changes you have made to a page.


https://author.ecu.edu - Insert Link - Mozilla Firefox
Insert Link
Link Action
Mouseover Action
Please choose which of the following link types you wish to insert:
No Link
No hypertext link to another page or document.
Link to Existing Page, Uploaded Document or URL
Link to an existing page, previously uploaded file or URL. The URL can be either a registered CommonSpot External URL, a server-relative internal URL or an external URL.
Link to New Page From Template
Create a new Web page (by selecting an appropriate template from the template gallery) and link to the new page.
Link to New Uploaded File
Upload a new file (i.e. Word, PowerPoint, Excel, Visio) and create a link to the newly uploaded file. Users following the link will download and view the file in its native format.
Link to Image
Create a link to an image. Images can be uploaded or selected from the Image Gallery.
E-Mail Link
Create a link for sending e-mail.
Link to Scheduled Element
Create a link that will trigger the display of a scheduled element on the current page.
Link to Pop-Up Menu
Create a link that will trigger the display of a pop-up menu.
Open link in a new window
Prev
Next
Cancel
Help
Done
author.ecu.edu

**Step 5**. Choose link action.

For this example, we are going to link to a new uploaded file.

Notice that there are many other link options for you to try out, such as linking to an image or to an outside URL.

This is also where you can create an e-mail link.

Click the radio button beside **Link to New Uploaded File**.

Click **Next**.

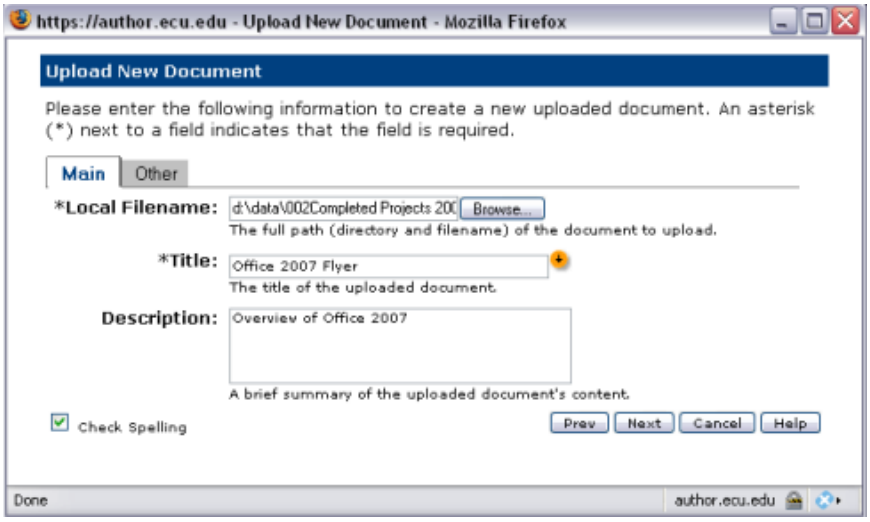
This opens the **Upload New Document** dialog box.

**Step 6**. Click the browse button and choose the document from your computer that you wish to upload to CommonSpot. Note that this document will now show up in the **My Pages** dialog box.

Type a title for the document

Type a description.

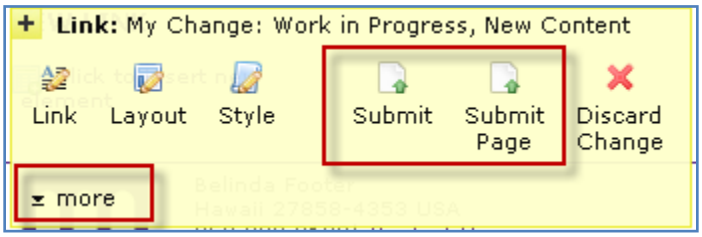
Click **Next**.



**Step 7**. Publish changes.

Your page should now look something like this, with a yellow plus sign over the text of your link.

Click on the plus sign to see a dialog box like the next graphic.



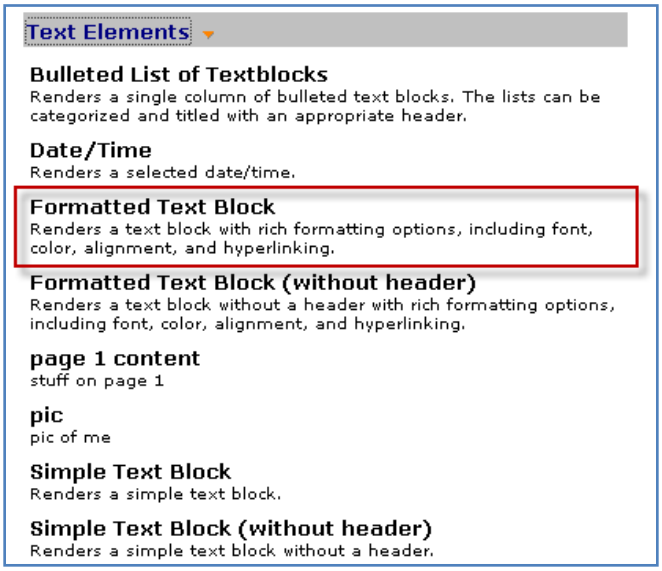

Click one of the options to submit your changes; otherwise, they will not show up on your Web page for others to see.

Note that you can click **more** to see other options for this element.

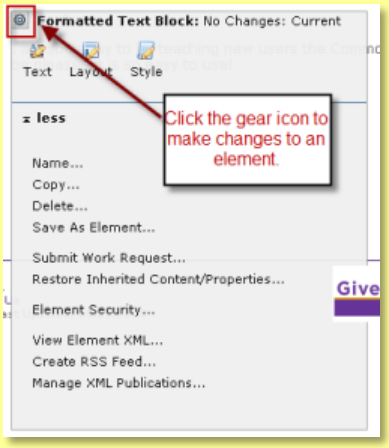
## Insert a Formatted Text Block

**Step 1**. From the CommonSpot page, choose **Click to insert new element**.

**Step 2**. For this example, choose **Formatted Text Block**. This will take you back to your page.


Text Elements
Bulleted List of Textblocks
Renders a single column of bulleted text blocks. The lists can be categorized and titled with an appropriate header.
Date/Time
Renders a selected date/time.
Formatted Text Block
Renders a text block with rich formatting options, including font, color, alignment, and hyperlinking.
Formatted Text Block (without header)
Renders a text block without a header with rich formatting options, including font, color, alignment, and hyperlinking.
page 1 content
stuff on page 1
pic
pic of me
Simple Text Block
Renders a simple text block.
Simple Text Block (without header)
Renders a simple text block without a header.

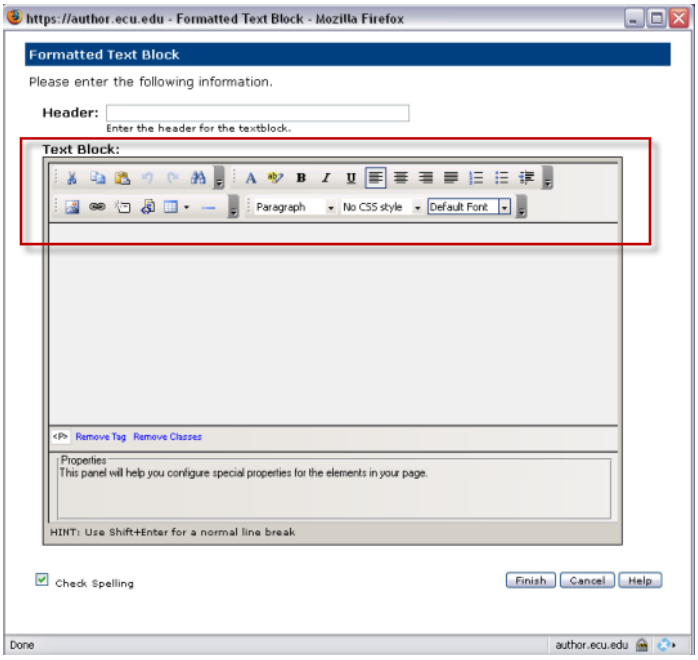
**Step 3**. Choose **Click here to define the Formatted Text Block element**.




### How do I Make Changes to an Element?

Click the gear icon beside an element to see the options for that element. You will see the three most-used icons first. In the box to the left, notice that you see **Text**, **Layout** and **Style**. The **Text** option takes you to the text editor.

Click on **More**, and you will see the other available options for an element, such as **Delete** and **Copy**.




**Step 4**. Add and format text using the **Rich Text Editor**.

Notice the toolbars include options similar to a document editing program like MS Word.

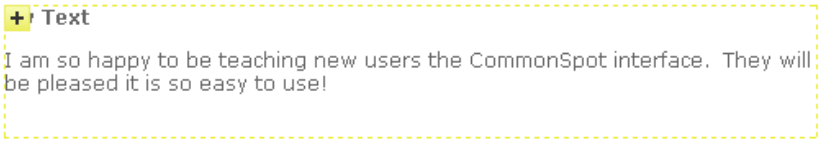
You can also make text a link, insert a picture or create a table inside a text box using the buttons from the toolbar.

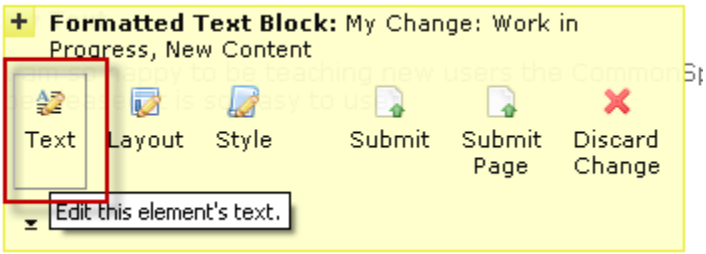
Type and format the text.

Type the header, or title, for the section in the header box.

Click **Finish**.

**Step 5**. Publish your changes!




Notice that if you click the **Plus sign**, there are several options. For example, choosing **Text** will take you back to the text editor. Or submit changes from this menu.

## Insert an Image

**Step 1**. Choose **Click to insert new element**.

**Step 2**. Click **Image Elements** from the **Element Gallery** dialog box to expand the category. Choose **Single Image** for this exercise.

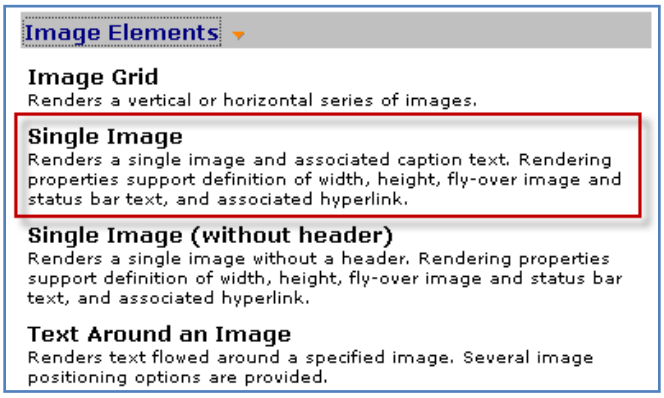


Image Elements
Image Grid
Renders a vertical or horizontal series of images.
Single Image
Renders a single image and associated caption text. Rendering properties support definition of width, height, fly-over image and status bar text, and associated hyperlink.
Single Image (without header)
Renders a single image without a header. Rendering properties support definition of width, height, fly-over image and status bar text, and associated hyperlink.
Text Around an Image
Renders text flowed around a specified image. Several image positioning options are provided.

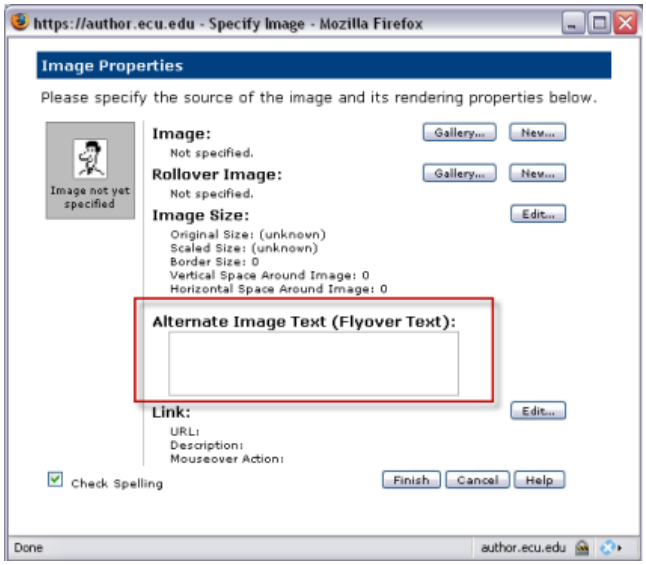
**Step 3**. From the CommonSpot page, choose **Click here to define the Single Image element**.

**Step 4**. Choose the image. All images displayed on CommonSpot pages must be uploaded to the **Image Gallery** first.

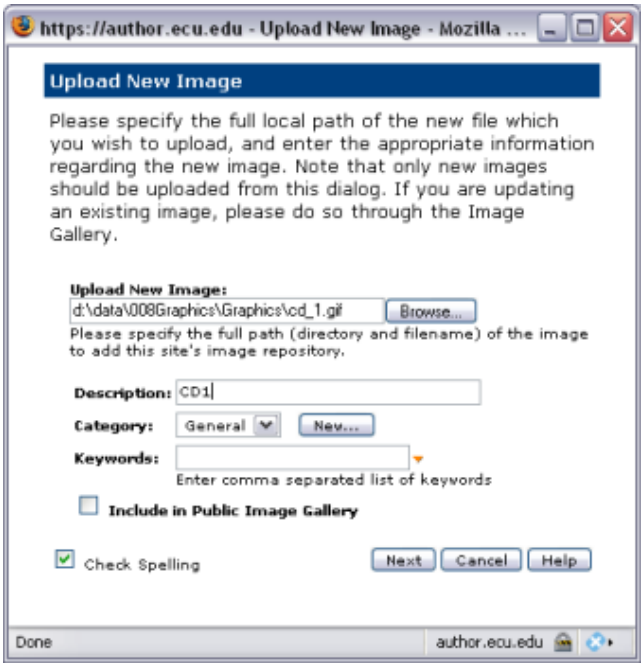
To insert an image on the page, choose an existing picture by pressing the **Gallery…** button, or choose the **New…** button to upload a new image to the Image Gallery.

From the **Image Properties** dialog box, you can also resize an existing image, make the image a link or choose a rollover image for this element.

**IMPORTANT!** Always include A**lternate Image Text** for your pictures as this complies with required accessibility guidelines. Visit http://www.ecu.edu/cs-itcs/webpublishing.cfm for more guidelines on how to make your Web site ADA compliant.




**Upload a New Picture to the Image Gallery**


https://author.ecu.edu - Upload New Image - Mozilla ...
Upload New Image
Please specify the full local path of the new file which you wish to upload, and enter the appropriate information regarding the new image. Note that only new images should be uploaded from this dialog. If you are updating an existing image, please do so through the Image Gallery.
Upload New Image:
d:\data\008Graphics\Graphics\cd_1.gif
Browse...
Please specify the full path (directory and filename) of the image to add this site's image repository.
Description:
CD1
Category:
General
New...
Keywords:
Enter comma separated list of keywords
Include in Public Image Gallery
Check Spelling
Next
Cancel
Help
Done
author.ecu.edu

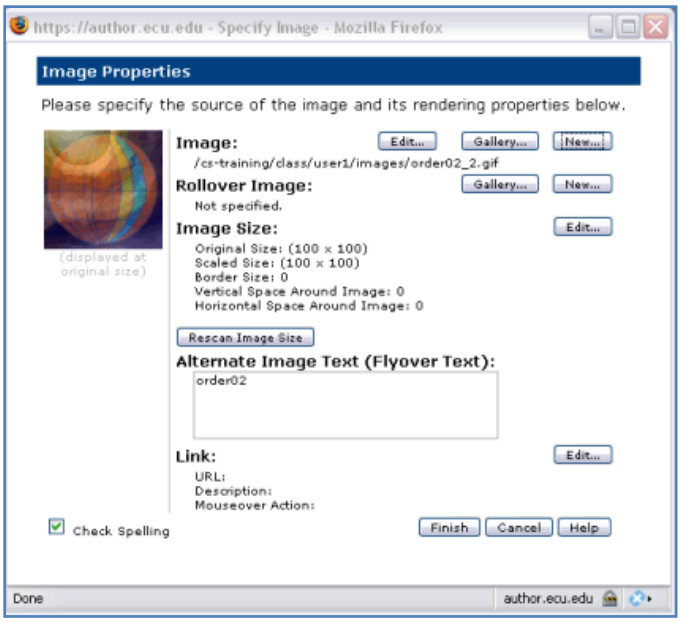
To upload a new image, choose the **New…** button in the top right of the **Image Properties** dialog box.

The **Upload New Image** dialog box will open (see the graphic to the left).

Click the **Browse…** button and choose the image from your computer you wish to upload.

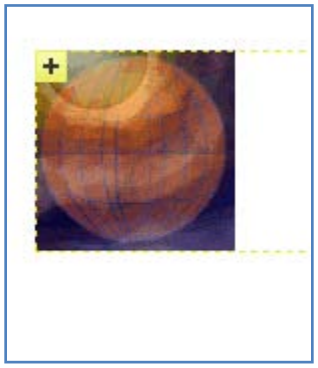
Type a short description.

Click **Next**.




Notice that the image you uploaded is now showing in the top left corner of the **Image Properties** dialog box.

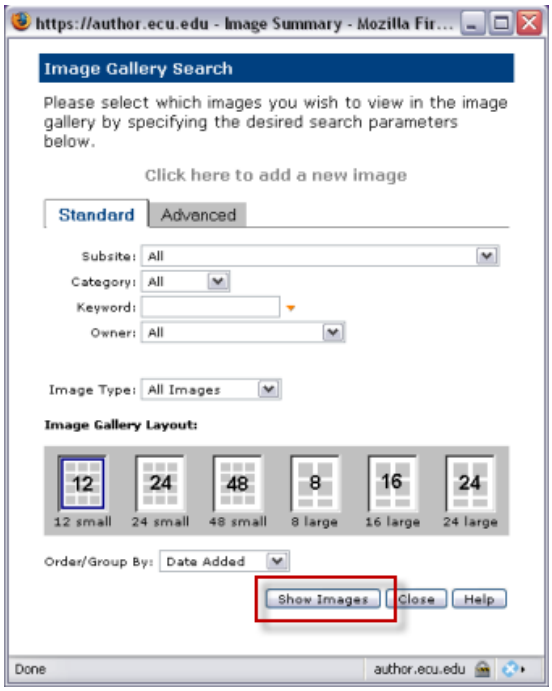
Click **Finish**.



The image should now appear on your page.

**Remember to click the yellow icon to publish!**

## Choose an Existing Image from the Image Gallery




To choose an existing image from the **Image Gallery**, choose the **Gallery…** button in the top right of the **Image Properties** dialog box.

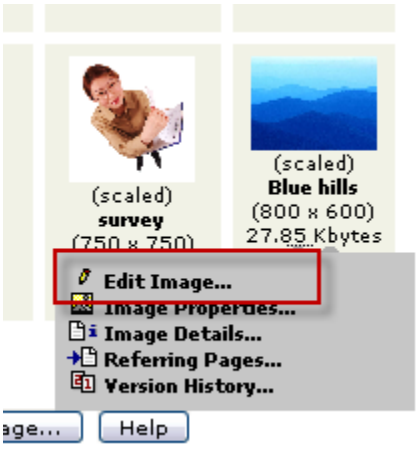
Choose **Show Images**

Click an image to choose it for your page.

You also have the option of editing a picture in the image editor.

To open this box, click the pencil icon underneath the image you wish to edit and choose, **Edit Image…**

The **image editor** dialog box will open.



Crop, rotate, lighten or darken the image.

Notice that there is an undo button at the bottom of the tools panel.

Once the image is edited, click the **Finish** button. You will be asked choose **Save**, which changes the picture to the new version on every page that it appears, or **Save As**, which saves the edited image as a different image from the original. You will then return to the **Image Gallery** box.

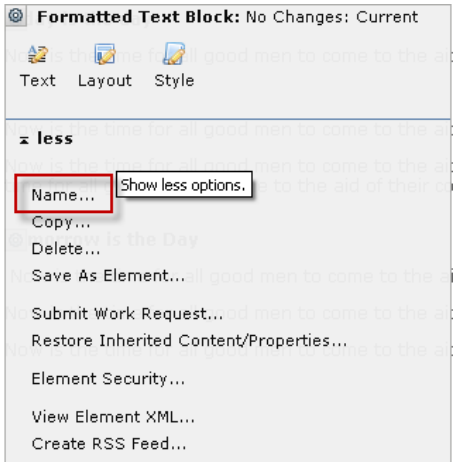
Click **Finish** again to paste the image onto your CommonSpot page.

**Remember to click the yellow icon to publish!**

## Insert a Jump Link

This type of hyperlink is used when you want users to jump to a different place within the same Web page. You can also set a jump to go back up to the top of the page.

First, for each anchor or jump you wish to create, place it in a separate element, such as a text box. Next, name each element and then create a link to the element. Follow the steps below.



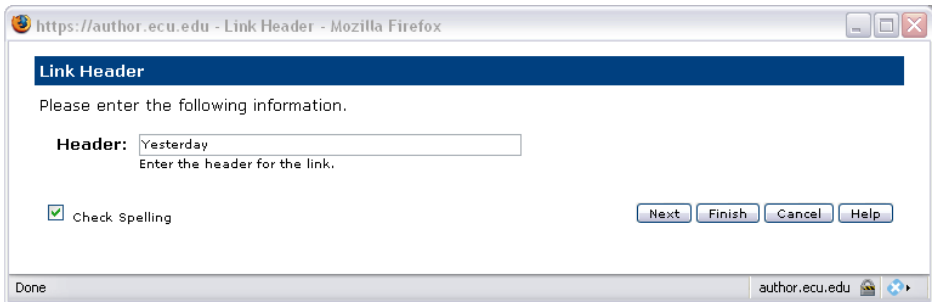

**Step 1.** Name the element.

For example, if you have three news articles on the same page, and you wish to set a jump link to each one, place each article in its own text box.

Name each text box (element) something unique. Do not use any spaces or special characters in the name.

The graphic to the left shows where to find the option to name an element.

**Step 2.** Create the links for the jumps. Either add a link element or choose text in a text box to link.

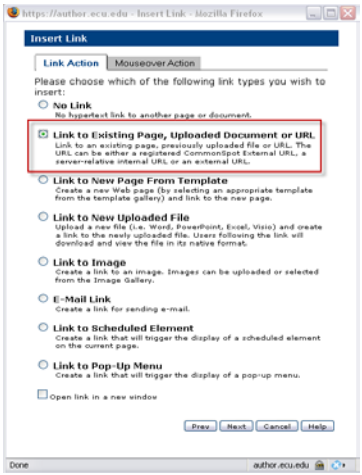



**Step 3.** Set the link header (for the link element).

Click **Next**.

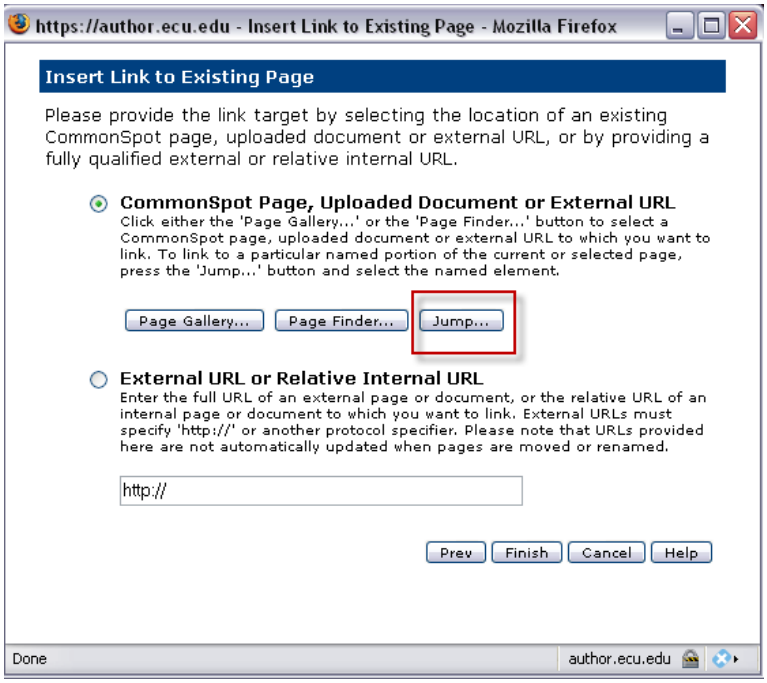
The Insert Link box will open.

When using text typed in a text box for the link, highlight the text and choose the link icon from the menu bar. You will not see the **Link Header** box (above), but you will see the **Insert Link** dialog box below.




**Step 4.** Choose **Link to Existing Page, Uploaded Document or URL**.

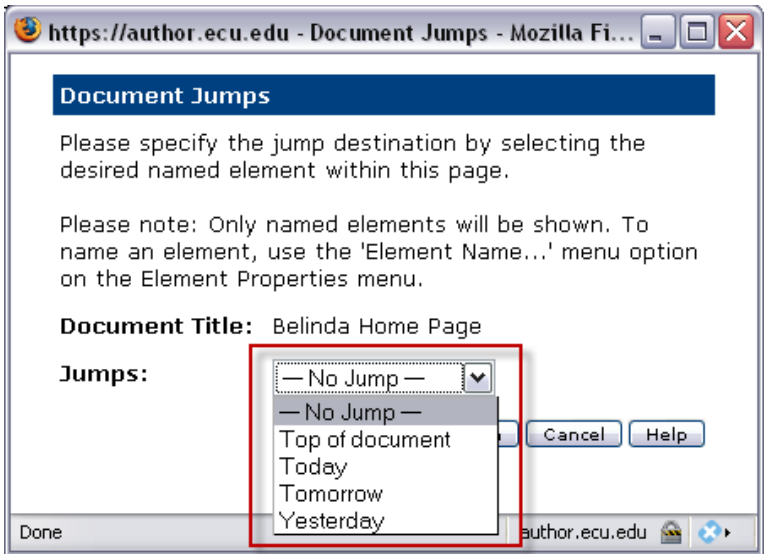
Click **Next**.


https://author.ecu.edu - Insert Link to Existing Page - Mozilla Firefox
Insert Link to Existing Page
Please provide the link target by selecting the location of an existing CommonSpot page, uploaded document or external URL, or by providing a fully qualified external or relative internal URL.
CommonSpot Page, Uploaded Document or External URL
Click either the 'Page Gallery...' or the 'Page Finder...' button to select a CommonSpot page, uploaded document or external URL to which you want to link. To link to a particular named portion of the current or selected page, press the 'Jump...' button and select the named element.
Page Gallery...
Page Finder...
Jump...
External URL or Relative Internal URL
Enter the full URL of an external page or document, or the relative URL of an internal page or document to which you want to link. External URLs must specify 'http://' or another protocol specifier. Please note that URLs provided here are not automatically updated when pages are moved or renamed.
http://
Prev
Finish
Cancel
Help
Done
author.ecu.edu

**Step 5**. Choose **Jump.**

Make sure that the radio button is checked for **CommonSpot Page, Uploaded Document or external URL**.

Click **Finish**. You will see the **Document Jumps** dialog box.


https://author.ecu.edu - Document Jumps - Mozilla Fi...
Document Jumps
Please specify the jump destination by selecting the desired named element within this page.
Please note: Only named elements will be shown. To name an element, use the 'Element Name...' menu option on the Element Properties menu.
Document Title: Belinda Home Page
Jumps:
— No Jump —
— No Jump —
Top of document
Today
Tomorrow
Yesterday
Cancel
Help
Done
author.ecu.edu

**Step 6.** Choose the named element for the jump from the drop down box.

Or choose **Top of document** to allow users to jump to the top of the page.

Click **Finish**.

Click **Finish** again to return to the CommonSpot page.

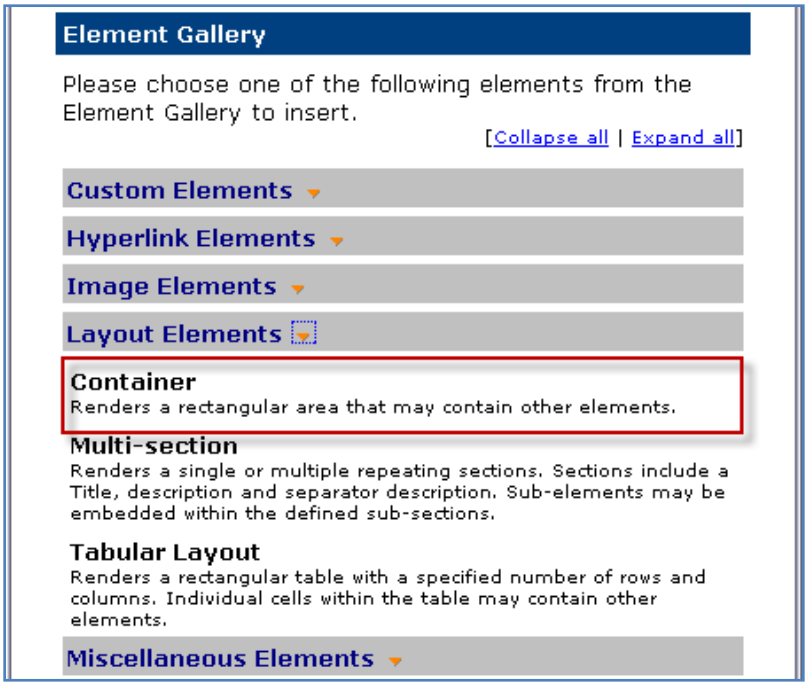
## Insert Rotating Images (Using a Container Element)

Use the container element to hold several pictures but restrict the display to one item at a time.

**Step 1.** Choose **Click to insert new element**.

**Step 2.** From the **Layout Elements** section of the **Element Gallery**, choose **Container**.

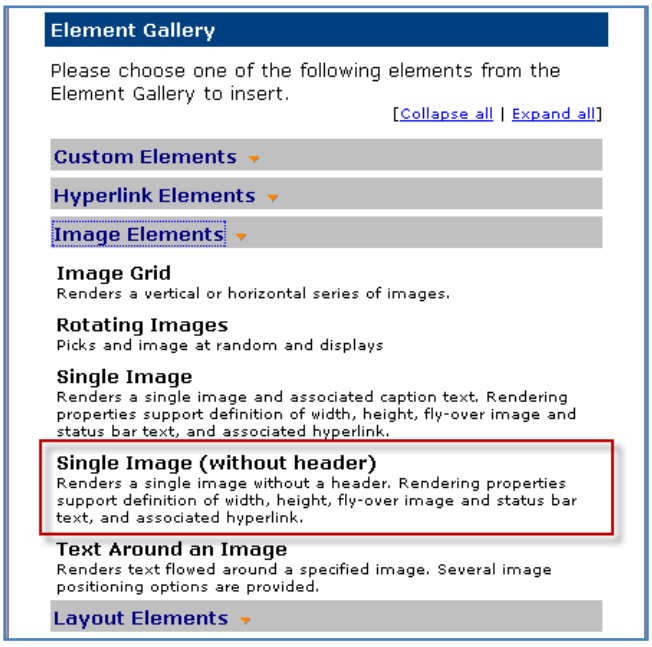
Think of the container as a bucket to hold your images.

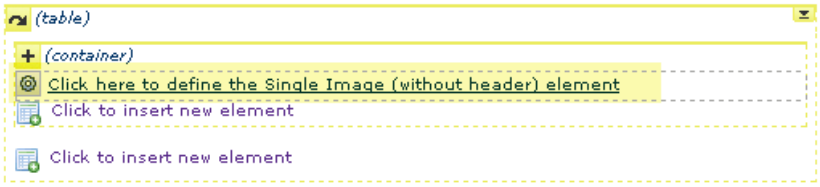

Element Gallery
Please choose one of the following elements from the Element Gallery to insert.
[Collapse all | Expand all]
Custom Elements
Hyperlink Elements
Image Elements
Layout Elements
Container
Renders a rectangular area that may contain other elements.
Multi-section
Renders a single or multiple repeating sections. Sections include a Title, description and separator description. Sub-elements may be embedded within the defined sub-sections.
Tabular Layout
Renders a rectangular table with a specified number of rows and columns. Individual cells within the table may contain other elements.
Miscellaneous Elements

**Step 3.** Choose **Click to insert new element**.

Make sure you are within the container.

**Step 4.** Choose **Single Image (without header)**


Element Gallery
Please choose one of the following elements from the Element Gallery to insert.
[Collapse all | Expand all]
Custom Elements
Hyperlink Elements
Image Elements
Image Grid
Renders a vertical or horizontal series of images.
Rotating Images
Picks and image at random and displays
Single Image
Renders a single image and associated caption text. Rendering properties support definition of width, height, fly-over image and status bar text, and associated hyperlink.
Single Image (without header)
Renders a single image without a header. Rendering properties support definition of width, height, fly-over image and status bar text, and associated hyperlink.
Text Around an Image
Renders text flowed around a specified image. Several image positioning options are provided.
Layout Elements

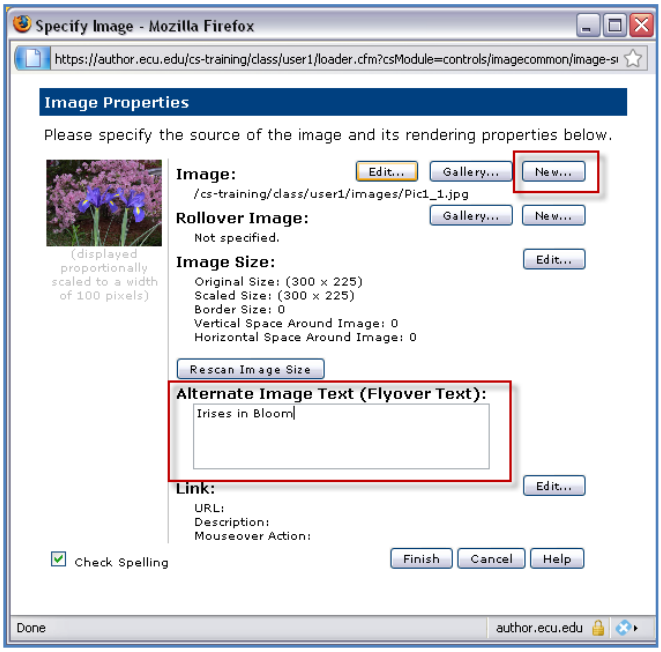

(table)
(container)
Click here to define the Single Image (without header) element
Click to insert new element
Click to insert new element

**Step 5.** Choose **Click here to define the Single Image (without header) element**.

**Step 6.** Choose **New** to upload a new image or choose **Gallery** to select an image already in the **Image Gallery**.

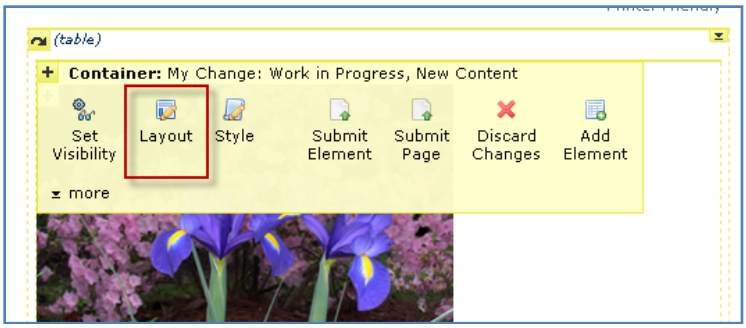
Remember to complete the **Alternate Image Text (flyover Text)** text box.

This ensures that screen readers will see a caption for each image you upload and complies with the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act guidelines.



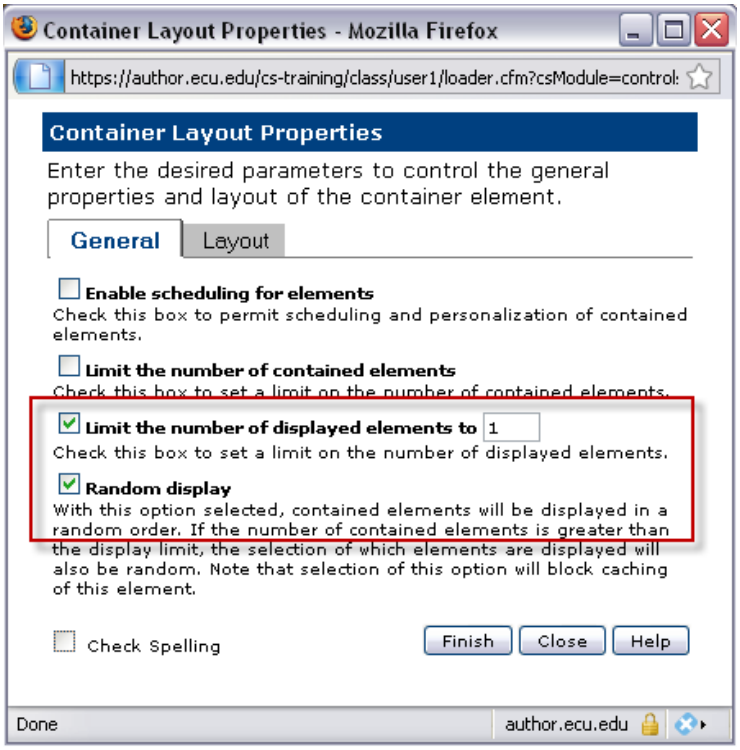
**Step 7.** Follow Steps 3, 4, 5 and 6 to upload all the pictures you wish to display in the container element.

Your container now looks something like the graphic to the left.




**Step 8.** Choose **Layout** from the container options.

You will now be able to configure the container to display one random image at the time.


Container Layout Properties - Mozilla Firefox
https://author.ecu.edu/cs-training/class/user1/loader.cfm?csModule=control
Container Layout Properties
Enter the desired parameters to control the general properties and layout of the container element.
General
Layout
Enable scheduling for elements
Check this box to permit scheduling and personalization of contained elements.
Limit the number of contained elements
Limit the number of displayed elements to 1
Check this box to set a limit on the number of displayed elements.
Random display
With this option selected, contained elements will be displayed in a random order. If the number of contained elements is greater than the display limit, the selection of which elements are displayed will also be random. Note that selection of this option will block caching of this element.
Check Spelling
Finish
Close
Help
Done
author.ecu.edu

**Step 9.** Check **Limit the number of displayed elements to** .

In the text box, place a "1."

Check the **Random display** box.

Choose **Finish**.

**Step 10.** Publish your changes.

To check the element, go into **Read** mode and press **F5**. Each time you press F5, the page should display a different image from the container.

**HINT:** F5 "refreshes" your page. This means that it forces your browser to retrieve a "fresh" copy of the page from the server, and you will see the latest changes.